

# 1997 ACTON TOWN REPORT



# Acton

<b>Incorporated as a Town:</b>	July 3, 1735																										
<b>Type of Government:</b>	Town Meeting - Selectmen/Town Manager																										
<b>Location:</b>	Eastern Massachusetts, Middlesex County, bordered on the east by Carlisle and Concord, on the west by Boxborough, on the north by Westford and Littleton, on the south by Sudbury, and the southwest by Stow and Maynard.																										
<b>Elevation at Town Hall:</b>	268' above mean sea level																										
<b>Land Area:</b>	Approximately 20 square miles																										
<b>Population:</b>	<table><tr><th>Year</th><th>Persons</th></tr><tr><td>1950</td><td>3,510</td></tr><tr><td>1960</td><td>7,238</td></tr><tr><td>1970</td><td>14,770</td></tr><tr><td>1980</td><td>19,000</td></tr><tr><td>1990</td><td>18,143</td></tr><tr><td>1991</td><td>17,509</td></tr><tr><td>1992</td><td>18,055</td></tr><tr><td>1993</td><td>18,351</td></tr><tr><td>1994</td><td>18,530</td></tr><tr><td>1995</td><td>18,517</td></tr><tr><td>1996</td><td>18,883</td></tr><tr><td>1997</td><td>19,056</td></tr></table>	Year	Persons	1950	3,510	1960	7,238	1970	14,770	1980	19,000	1990	18,143	1991	17,509	1992	18,055	1993	18,351	1994	18,530	1995	18,517	1996	18,883	1997	19,056
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## In Memoriam

**JUDY DONALD**  
**1959-1997**

Judy was a familiar face to those who patronized the Acton Memorial Library where she worked as a page for more than ten years. She could also be seen cheerfully walking the trails at the Arboretum with her dog.

She played the cornet and sang at various concerts and community events.

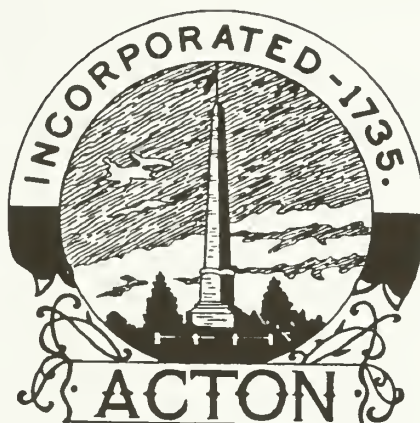
During the holidays Judy rang the bells for the Salvation Army and played for the shoppers.

Judy and her positive spirit will be missed.

**Front Cover:** Structural steel roof framing for the Memorial Library Expansion, as it appeared in the late Fall of 1997.

**Back Cover:** Reconstruction of the South Acton Bridge was completed in 1977. The Bridge has been dedicated to the late Norman D. Lake, Selectman and "Consummate Volunteer".

**1997  
Annual  
Reports**



**Town of  
Acton,  
Massachusetts**

**Two Hundred and Sixty-Second Municipal Year  
for the year ending December 31st**

**For Reference**

**Not to be taken from this room**

Ref  
174.44  
A188

Incor



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# ADMINISTRATIVE SERVICES

## BOARD OF SELECTMEN

1997 was a year for the implementation of previous important Town Meeting infrastructure decisions, and obtaining from Town Meeting critical new decisions, decisions which will be important points in the Town's history. The membership of the Board of Selectmen did not change in 1997. Wayne Friedrichs was returned, unopposed, for a second term. As customary the Board reorganized after the end of the Annual Town Meeting. Dore Hunter was elected Chairman, Wayne Friedrichs succeeded to the Vice Chairmanship, and Herman Kabakoff was elected Clerk.

In anticipation of the beginning of the renovation and addition to the Memorial Library structure, the library staff and all the books and other materials were moved from their traditional location beside Town Hall to temporary quarters in the Main Street former location of True Value hardware. While still becoming accustomed to that change, the Selectmen watched from the windows of their meeting room the commencement of site work, demolition of much of the 1960 Memorial Library addition, and the early stages of the new construction approved by the voters in 1996. The Board looks forward with excitement to the anticipated reopening of the greatly enlarged and improved Memorial Library at its regular location in late 1998.

Excavation and landscaping at the site of the new North Acton Recreation continued throughout the year. By the end of 1997 the centerpiece pond was largely formed and filling with water. A revitalized and expanded Recreation Commission began to discuss management and fiscal policies for this important new municipal asset, which is expected to become operational in 1999.

By December planning was beginning for the structures that will be erected on the site, and the Town Manager was working on budgetary proposals for the necessary operational staffing.

After the 1997 Annual Town Meeting appropriated \$1.3 million to show the Town's good faith interest in purchasing the important Morrison Farm bordering on Ice-House Pond, the Town Manager and his staff patiently and skillfully negotiated a purchase and sales agreement with the property trustees. Thereafter, Town Manager Don Johnson and Assistant Town Manager John Murray creatively suggested a means to find the additional purchase funds required. Votes by the Board of Selectmen and a Special Town Meeting in October 1997 provided the necessary incremental approvals. Speedily thereafter the Town Manager closed the \$1.6 Million real estate purchase. While the purchase terms; allow the farmhouse tenant to remain in the structure for

her life, the Town obtained the immediate use of the remainder of the premises. As 1997 closed plans were being developed for the active and passive recreational and conservation utilization of this important new municipal property.

Many years of hard work and planning came to fruition at the 1997 Annual Town Meeting when the Sewer Action Committee, formed by and led by the Selectmen, obtained a favorable vote to complete the design and fully fund the construction of the Middle Fort Pond Brook Sewer District. This \$11 Million project will be user funded and serve an area along the main roads stretching from the Central School Campus to the treatment plant to be located on the municipal land off Adams Street. The municipal initiative over the years in pursuing a viable sewer project proved timely, as the school staff found that it was a necessary part in planning for a newly perceived need to expand the school structures on the Central Campus. Early collaborative work with the Massachusetts Department of Environmental Protection by the Health Department, and subsequent selection of a new engineering consulting firm, have put this project on a sound basis. Design and exploratory work commenced during the summer of 1997 and sewer system start up is projected for fall 2000.

The Board of Selectmen, through a representative member on the appropriate School Committee constituted body, closely followed the Acton Public Schools' and Acton-Boxborough Regional School District's discussions in regard to proposed new middle and elementary schools in 1996 and into 1997. After a new middle school proposal was eliminated, attention was devoted to a potential junior high school expansion and elementary new construction and/or expansion. Following a 1997 Annual Town Meeting appropriation of funds for feasibility studies, the school entities hired a local architectural firm to draw up construction plans and other documents for state school construction approval. The Board of Selectmen was continually briefed by its representative, several times had School Committee presentations, and otherwise received considerable information concerning the building plans. After the junior high school portion of the plan was postponed, the Board of Selectmen voted to support the surviving plan to ask a Special Town Meeting in early 1998 to vote \$21 Million for both the design and building of a new elementary school and renovation and expansion of the Merriam School.

The Board of Selectmen learned in November 1997 that there is a federal judicial precedent, which indicates that the Town representation portion of the Acton-Boxborough Regional School District Agreement is unconstitutional. It is understood that the Acton-Boxborough School Committee will address this issue, and other questions concerning the Regional agreement, in the near future.



The Town's unfortunate commitment to solid waste disposal under the NESWC Contract once again consumed vast amounts of the staff's and the Selectmen's time. The Board carefully examined the Town Manager's plan to ride out the fiscal storm until the end of the Contract in 2005, and determined it is feasible without a further drain on tax revenues or the need to increase transfer station fees. That plan was made possible through the expertise of our NESWC representative, Assistant Town Manager John Murray, and the trash management acumen of Highway Superintendent Dick Howe. Thus fortified, the Board examined with a very critical eye two options to amend the NESWC Contract with MRI which were negotiated by and recommended by the NESWC Executive Director. In the Board's judgment neither proposal was acceptable, despite some revised language which was reputed to potentially ease the onerous waste disposal burden the Town was persuaded to undertake years ago. The Board declined to place a contract amendment proposal before a Special Town Meeting. Since MRI had insisted on an "all or none" amendment arrangement, the Board's negative decision necessarily ended those negotiations for all the member communities. Subsequent events to the end of 1997 have only reinforced the Board's opinion that its decision was sound.

1997 also brought us reactivation of the Transportation Advisory Committee (TAC) which had lain dormant for a number of years. We look forward to its advice in areas of traffic management, street perimeters and sidewalk installation. The Economic Development Committee (EDC) was formed as an advisory committee to the Board and is expected to work closely with the Chamber of Commerce and to contribute to the economic development portion of the updated Master Plan.

The Board continues to be supported by a uniformly able and effective paid staff, lead by Acton residents Don Johnson and John Murray, with administrative assistance from Christine Joyce and Sheryl Ball. In addition to the paid staff, the Town enjoys the volunteer services of a host of its residents, who form its many committees and boards. Each of those volunteers is contributing his/her time and effort to make Acton a better place for all of us to live. These are productive and useful contributions which can be very rewarding. The Board of Selectmen extends its sincere appreciation to each serving and past member of the boards and commissions, and its invitation to all citizens to consider undertaking. To paraphrase Pogo: We have met Town Government, it is us.

F. Dore Hunter, Chairman  
Wayne Friedrichs, Vice Chairman  
Herman Kabakoff, Clerk  
William Mullin  
Nancy Tavernier  
The Board of Selectmen

## TOWN MANAGER'S MESSAGE\_\_\_\_\_

...serving the Community, making a difference...

The primary function of Local Government is to serve the community and make a difference. There are basic services that we provide everyday. These include protecting health, safety and welfare; maintaining infrastructure; preserving history and safeguarding the environment. Education of our youth is virtually the only community service for which Acton's Local Government is not responsible.

For many years we have done our basic work and done it well. Acton is a desirable community. New residents are attracted to our schools, our quiet quality of life and our geographic location.

Basic services, however, are only the foundation for a strong community. The goal of a full service community is to go the extra mile and provide for all of the needs of its citizens. The Acton of yesterday fell short of this goal in areas such as culture, recreation and public works. The Acton of today has taken significant steps to correct these shortfalls.

The reclamation of Ice House Pond was initiated by a Town Meeting authorization in 1994. Located on Concord Road, this reclaimed pond now provides water-based recreational opportunities that are not available elsewhere in town. Further, its proximity to municipally owned cemetery land and the Morrison Property (see below) made this reclamation an important investment in our future.

In the fall of 1995, Acton voters seized the opportunity to purchase land on Pope Road from the Boy Scouts of America. The Scouts owned this property for many years and used it as a rustic campground. The Town plans to continue similar recreational uses.

In 1996 voters approved a major expansion and renovation program for the Acton Memorial Library. Construction is well under way and, when finished, this "new" library will add an outstanding architectural and cultural statement to the Local Government campus in our historic Town Center. Reopening is scheduled for late 1998, at which time patrons can expect to find a beautiful, functional and spacious facility.

Also in 1996, voters approved Acton's first publicly-owned outdoor swimming facility (as well as many other recreational amenities) as part of their authorization to proceed with the North Acton Recreation Area (NARA). This project, too, is going well. Site work is nearly finished and construction will begin on the bathhouse and amphitheater structures in the spring. The Grand Opening is planned for mid-summer, 1999.

Voters at the 1997 Annual Town meeting authorized another important land purchase... the Morrison Property. This land, located adjacent to the reclaimed Ice House Pond (noted above), was acquired expressly for its recreational potential. This purchase, and its strategic location, adds priceless opportunities for active and passive recreation.

Finally, the 1997 Annual Town Meeting authorized the design and construction of our first municipal wastewater collection and treatment system. This is the first phase in the largest Public Works Project ever undertaken in Acton. The Sewer District associated with this project is known as the Middle Fort Pond Brook Sewer District and covers approximately 20% of the town. The consultant has been hired and initial design work is underway.

These actions - more than any others in recent history - will surely be seen by future generations as the turning point. The point at which Acton's local Government moved from providing basic services to truly making a difference. These are important times in the history of Acton. Staff is privileged and honored to be part of these times serving the community and making a difference.

Respectfully Submitted,  
Don P. Johnson  
Town Manager

## **TOWN REPORT COMMITTEE**

The Town Report Committee coordinates the collection of over 50 annual reports and assorted materials from Town departments, Boards and Committees as well as from Regional organizations in which Acton participates. These materials are proofed before and after being sent to the printer. All this activity takes place in the months of January and February with the final Annual Report being delivered to the Town Hall for Town Election Day as required in the Acton Town Charter.

Unfortunately this year, we had a lack of volunteers to staff this committee and it was coordinated fully by Town staff. I would like to thank Belle Choate for providing me with such a great selection of photographs from which to choose this year's report covers. I hope you like the concept of past and future, the old becoming new as depicted on the front and back covers. I especially want to thank Boards, Committees and staff for pitching in and getting your reports in on time. I am hopeful that we will have a Volunteer Town Report Committee for next year's report cycle. If any citizens are interested in serving on the Town Report Committee, please fill out a Volunteer Application located in the back of this report and forward to us. Next year's report will be an exciting one as the Library expansion will be completed and the North Acton Recreation Area will be nearly

complete. I look forward to again having a Volunteer Committee preparing this Annual Report.

Respectfully Submitted,  
Christine M. Joyce  
Town Manager's Office

## **VOLUNTEER COORDINATING COMMITTEE**

Acton is fortunate to have an active and dedicated volunteer force serving on approximately 25 volunteer boards of town government. Some examples are the Cable Advisory Board, the Conservation Board, the Council on Aging, the Historic District Commission and the Planning Board. This year the Transportation Advisory Board was formed and has eight new members and the Recreation Committee began meeting again and also has eight new members.

The Volunteer Coordinating Committee (VCC) works for the Board of Selectmen and the Town Manager to help staff town boards. We monitor the status of committee membership and recommend reappointment of members who are eligible and wish to serve additional terms. We also advise the Board of Selectmen and Town Manager on members who wish to be re-appointed and on associate or alternate members who wish to become full members of their committees.

During 1997 over 150 people served as volunteers on town boards. The VCC interviewed approximately 50 candidates to fill openings.

Acton's volunteer boards contribute thousands of hours of valuable and much appreciated service to the town. We encourage anyone who is interested in serving on the VCC, or any other town board, to fill out a volunteer application. Applications are available at Town Hall, the library, and in this Town Report.

Thank you to all those volunteers who contribute so much to the Town of Acton.

Nancy Whitcomb, Chair  
Charles Husbands, Clerk  
Jasmin Brandies  
Peg Erlanger  
Sheila Claire Kelly  
Doris Prendiville  
Jean Schoch



# FINANCIAL MANAGEMENT SERVICES

## BOARD OF ASSESSORS

The Board of Assessors regular scheduled meetings are on the first Monday of each month at 6:00 P.M. in the Town Hall. Additional meetings are held as needed. Dates and times are posted 48 hours in advance.

Every nine years the Town must complete a total revaluation program in order to meet state guidelines. This process was done and completed during the course of the year. Property values were successfully updated for January 1, 1997 and state certification was granted.

### FISCAL YEAR 1998 VALUATION SUMMARY

		% of total
Residential	1,481,824,800	85.0%
Commercial	155,244,700	8.9%
Industrial	71,647,000	4.1%
Personal property	34,207,058	2.0%
Total Taxable Value	1,742,923,558	100%

### TAX RATE

Residential	Com/Ind/PP
\$18.31	\$18.31

Board Members  
David Brown, Chairman  
James Kotanchik  
Donald Rhude

## ELIZABETH WHITE FUND

A permanent fund was bequeathed to the Town of Acton by George R. White, in memory of his mother, Elizabeth. The income from the fund is to be used only "in relieving the necessities of the deserving poor and unfortunate. It shall be the duty of the Town to anticipate such necessity of aid and assistance by inquiry and investigation, in advance of claims as far as possible, in order that sensitive and deserving people may receive assistance, who might, because of publicity, refrain from making application of aid."

The Board of Selectmen approved the White Fund Trustees' request for a total distribution of \$1,950.00. The funds were given to individuals and households in need.

Cornelia Huber  
Francis Joyner  
John Powers  
Trustees

## FINANCE COMMITTEE

The Finance Committee is composed of nine members appointed by the Town Moderator for three-year terms. The committee members may not simultaneously serve on any other standing committee having to do with the expenditures of Town funds. The committee meets monthly from April to November, bi-weekly in December and January, and weekly from February until the Annual Town Meeting. Members also attend Board of Selectman and School Committee meetings as appropriate.

The Finance Committee addresses Acton's financial state, and consequently, concentrates upon Acton's four budget entities: the Municipality, Minuteman Tech, the Public Schools, and the Regional Schools. We have held Saturday or evening sessions with the Town and schools to review their proposed budgets. In addition, the Finance Committee issues an opinion on each of the Warrant articles presented to the Town Meeting.

The Finance Committee participates in the five-year capital planning process, which addresses the major capital expenditures of the Town and the schools. The Board of Selectman, the School Committees, and the Finance Committee attempt to balance economically and judiciously the necessary capital expenditures over the five-year period. This annual planning process updates the five-year plan in multiple sessions with the Board of Selectman and School Committees. The five-year capital budget is presented to the Annual Town Meeting.

Members of the Finance Committee represent the committee through participation in the Acton Leadership Group, the Acton 2001 Workshops, the Economic Development Committee, the Master Planning Committee, the Acton Sewer Committee, and the School Advisory Building Committee. Thanks in part to these programs, the Selectman, the School Committees, and the Town and school staff have advanced in their efforts to work together to meet the challenges facing Acton with emphasis on the total community requirements.

The Finance Committee wishes to thank the Board of Selectman and the School Committees along with their staff for providing the information which has allowed us to perform our financial analyses.

Tom Mackey, Chair  
 Jean Sifleet, Vice-Chair  
 Rheta Roeber, Clerk  
 Peter Ashton  
 Sidney Johnston  
 Jesse Liberty  
 Bob Miller  
 Charles Olmstead  
 John Prendiville

## GOODNOW FUND

The Goodnow Fund specifies that the interest earned each year be used to pay for perpetual care of the Goodnow lot in Woodlawn Cemetery and the balance to go to the Acton Congregational Church to be used towards the salary of the minister.

**Investment** \$3,000.00

### Receipts and Disbursements

Interest earned July 1, 1996 to June 30, 1997	\$179.96
Town of Acton for perpetual care	20.00
Balance to the treasurer of the Acton Congregational Church	159.96

Sincerely,

Mabel A Greckula  
 Frances S. Moretti  
 Shirley U. Torole  
 Trustees of the Goodnow Fund

## TOWN ACCOUNTANT

Enclosed is the Annual Report of the Town of Acton for the period ended June 30, 1997. This report includes the following statements:

1. Independent Auditor's Report and General Purpose Financial Statements for the year ended June 30, 1997.
2. Budget and Encumbrance Report - All Locations - for the period ended December 31, 1997.

Schedule A, the Annual Town Financial Report which is submitted to the Massachusetts Department of Revenue, is available for examination in the office of the Town Accountant weekdays from 8 a.m. to 5 p.m.

The Town of Acton's investment in 1995 in new accounting software has permitted our department to work more efficiently. This year we have trained departments in decentralized input of payables and payroll and in revenue and expense query capabilities. I am thankful to have Lisa Krause, Colleen Wilkins, and Joanne Butman, working in the department.

Accounting is also responsible for system administration of the town's computer systems. This year the extended local area network was implemented, and the town's web page created. The network permits communication between Town Hall and outlying departments. Special thanks go to Lt. Frank Widmayer who has been instrumental in the management of this network and maintaining the web page, and to resident Steve Olesin for his diligence in creating the web page.

Sharon Summers  
 Town Accountant

# BROWN & BARRETT

Certified Public Accountants

25 Cemetery Street - P.O. Box 230  
Mendon, Massachusetts 01756

(508) 478-3941  
FAX: (508) 478-1779

Robert E. Brown II, C.P.A.  
Stephen G. Barrett, C.P.A.

## INDEPENDENT AUDITOR'S REPORT

To the Honorable Board of Selectmen  
Town of Acton, Massachusetts

We have audited the accompanying general purpose financial statements of the Town of Acton, Massachusetts as of and for the year ended June 30, 1997, as listed in the table of contents. These general purpose financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

Consistent with the practice of most municipalities in the Commonwealth of Massachusetts, the Town does not capitalize the cost of general fixed assets as required by generally accepted accounting principles. The effects on financial position, results of operations and changes in financial position due to this departure from generally accepted accounting principles is not reasonably determinable.

In our opinion, except for the effect of the item discussed in paragraph 3, the general purpose financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Town of Acton, Massachusetts, as of June 30, 1997, and the results of its operations and the cash flows of its nonexpendable trust funds for the year then ended in conformity with generally accepted accounting principles.

Our audit was made for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The supplementary data listed in the table of contents are presented for purposes of additional analysis and are not a required part of the general purpose financial statements of the Town of Acton, Massachusetts. The supplementary data have been subjected to the auditing procedures applied in the examination of the general purpose financial statements and, in our opinion, are fairly stated in all material respects in relation to the general purpose financial statements taken as a whole.

Brown & Barrett

*Brown & Barrett*

Certified Public Accountants

September 5, 1997



TOWN OF ACTON, MASSACHUSETTS  
COMBINED BALANCE SHEET  
ALL FUND TYPES AND ACCOUNT GROUP  
JUNE 30, 1997

	GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPES	FIDUCIARY FUND TYPES	ACCOUNT GROUP	TOTALS
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	INTERNAL SERVICE	TRUST AND AGENCY	GENERAL LONG-TERM OBLIGATIONS	(MEMORANDUM ONLY)
ASSETS AND OTHER DEBITS:							
CASH AND CASH EQUIVALENTS	\$ 8,016,065	\$ 4,530,697	\$ 741,563	\$ 6,294,774	\$ 2,533,117	\$ -	\$ 22,116,216
INVESTMENTS	-	-	-	-	1,201,717	-	1,201,717
INVESTMENT IN DEFERRED COMPENSATION PLAN	-	-	-	-	1,893,379	-	1,893,379
RECEIVABLES:							
PROPERTY TAXES	401,532	-	-	-	-	-	401,532
MOTOR VEHICLE EXCISE	226,356	-	-	-	-	-	226,356
OTHER EXCISE TAXES	49,061	-	-	-	-	-	49,061
TAX TITLES	840,506	-	-	-	-	-	840,506
DEPARTMENTAL	62,308	45,698	-	256,424	17,000	-	381,430
INTERGOVERNMENTAL	-	430,917	64,000	-	462	-	495,379
OTHER ASSETS	27,515	-	-	400,000	-	-	427,515
AMOUNT TO BE PROVIDED FOR RETIREMENT OF GENERAL LONG-TERM OBLIGATIONS	-	-	-	-	-	2,465,468	2,465,468
TOTAL ASSETS AND OTHER DEBITS	\$ 9,623,343	\$ 5,007,312	\$ 805,563	\$ 6,951,198	\$ 5,645,675	\$ 2,465,468	\$ 30,498,559
LIABILITIES, FUND EQUITY AND OTHER CREDITS:							
ACCOUNTS PAYABLE	\$ 1,509,698	\$ 224,664	\$ -	\$ 406,495	\$ 200,381	\$ -	\$ 2,341,238
PAYROLL WITHHOLDINGS PAYABLE	-	-	-	-	79,174	-	79,174
OTHER LIABILITIES	72,867	-	-	-	336,311	-	409,178
COMPENSATED ABSENCES	-	-	-	-	-	1,680,468	1,680,468
DEFERRED COMPENSATION PAYABLE	-	-	-	-	1,893,379	-	1,893,379
RESERVE FOR ABATEMENTS	1,191,889	-	-	-	-	-	1,191,889
DEFERRED REVENUE	415,389	474,215	-	-	16,341	-	905,945
NOTES PAYABLE	-	-	1,000,000	-	-	-	1,000,000
BONDS PAYABLE	-	-	-	-	-	785,000	785,000
TOTAL LIABILITIES	3,189,843	698,879	1,000,000	406,495	2,525,586	2,465,468	10,286,271
FUND EQUITY:							
RETAINED EARNINGS:							
UNRESERVED	-	-	-	6,544,703	-	-	6,544,703
FUND BALANCES:							
RESERVED:							
ENCUMBRANCES	2,819,520	-	-	-	-	-	2,819,520
ENDOWMENTS	-	-	-	-	1,231,289	-	1,231,289
UNRESERVED:							
DESIGNATED (NOTE 8)	1,149,520	4,308,433	(194,437)	-	1,888,800	-	7,152,316
UNDESIGNATED (NOTE 7)	2,464,460	-	-	-	-	-	2,464,460
TOTAL FUND EQUITY	6,433,500	4,308,433	(194,437)	6,544,703	3,120,089	-	20,212,288
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	\$ 9,623,343	\$ 5,007,312	\$ 805,563	\$ 6,951,198	\$ 5,645,675	\$ 2,465,468	\$ 30,498,559

The accompanying notes are an integral part of these general purpose financial statements

TOWN OF ACTON, MASSACHUSETTS  
 COMBINED STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND EQUITY  
 ALL GOVERNMENTAL FUND TYPES AND EXPENDABLE TRUST FUNDS  
 YEAR ENDED JUNE 30, 1997

	GOVERNMENTAL FUND TYPES			FIDUCIARY FUND TYPE	TOTALS
	GENERAL	SPECIAL REVENUE	CAPITAL PROJECTS	EXPENDABLE TRUST	(MEMORANDUM ONLY)
REVENUES:					
PROPERTY TAXES	\$ 29,783,221	\$ -	\$ -	\$ -	\$ 29,783,221
INTERGOVERNMENTAL - STATE	2,437,861	832,033	664,990	-	3,934,884
INTERGOVERNMENTAL - FEDERAL	11,063	126,221	-	-	137,284
MOTOR VEHICLE EXCISE	1,963,758	-	-	-	1,963,758
INVESTMENT INCOME	462,705	41,542	-	90,656	594,903
OTHER	<u>982,638</u>	<u>2,616,922</u>	<u>-</u>	<u>1,078</u>	<u>3,600,638</u>
TOTAL REVENUES	<u>35,641,246</u>	<u>3,616,718</u>	<u>664,990</u>	<u>91,734</u>	<u>40,014,688</u>
EXPENDITURES:					
CURRENT:					
GENERAL GOVERNMENT	2,683,563	2,137,784	-	12,974	4,834,321
PUBLIC SAFETY	3,973,804	104,092	-	-	4,077,896
EDUCATION	22,627,471	721,530	-	-	23,349,001
PUBLIC WORKS	1,779,126	520,761	-	-	2,299,887
LIBRARY	506,273	36,545	-	-	542,818
PENSIONS	805,040	-	-	8,957	813,997
INSURANCE	1,319,811	-	-	4,624	1,324,435
STATE AND COUNTY ASSESSMENTS	98,737	-	-	-	98,737
CAPITAL OUTLAY	-	-	905,607	-	905,607
DEBT SERVICE:					
PRINCIPAL RETIREMENT	375,000	-	-	-	375,000
INTEREST	<u>50,227</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>50,227</u>
TOTAL EXPENDITURES	<u>34,219,052</u>	<u>3,520,712</u>	<u>905,607</u>	<u>26,555</u>	<u>38,671,926</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	1,422,194	96,006	(240,617)	65,179	1,342,762
OTHER FINANCING SOURCES (USES):					
PROCEEDS FROM PERMANENT FINANCING	-	-	-	-	-
OPERATING TRANSFERS IN	76,203	667,000	-	63,169	806,372
OPERATING TRANSFERS OUT	<u>(667,000)</u>	<u>(6,128)</u>	<u>-</u>	<u>(70,075)</u>	<u>(743,203)</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>(590,797)</u>	<u>660,872</u>	<u>-</u>	<u>(6,906)</u>	<u>63,169</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	831,397	756,878	(240,617)	58,273	1,405,931
FUND EQUITY AT BEGINNING OF YEAR	<u>5,602,103</u>	<u>3,551,555</u>	<u>46,180</u>	<u>1,830,527</u>	<u>11,030,365</u>
FUND EQUITY AT END OF YEAR	\$ 6,433,500	\$ 4,308,433	\$ (194,437)	\$ 1,888,800	\$ 12,436,296
	*****	*****	*****	*****	*****

The accompanying notes are an integral part of these general purpose financial statements

TOWN OF ACTON, MASSACHUSETTS  
COMBINED STATEMENT OF REVENUES AND EXPENDITURES - BUDGETARY BASIS  
GENERAL AND SPECIAL REVENUE FUNDS - BUDGET AND ACTUAL  
YEAR ENDED JUNE 30, 1997

	GENERAL FUND			SPECIAL REVENUE FUNDS		
	BUDGET	ACTUAL	VARIANCE (UNFAVORABLE)	BUDGET	ACTUAL	VARIANCE (UNFAVORABLE)
REVENUES:						
PROPERTY TAXES	\$ 29,274,068	\$ 29,274,206	\$ 138	\$ -	\$ -	\$ -
INTERGOVERNMENTAL - STATE	2,452,579	2,437,861	(14,718)	-	-	-
INTERGOVERNMENTAL - FEDERAL	-	11,063	11,063	-	-	-
CHARGES FOR SERVICES	-	-	-	1,492,183	1,682,334	190,151
MOTOR VEHICLE EXCISE	1,850,423	1,963,758	113,335	-	-	-
INVESTMENT INCOME	415,000	462,705	47,705	-	-	-
OTHER	926,240	982,638	56,398	-	-	-
TOTAL REVENUES	34,918,310	35,132,231	213,921	1,492,183	1,682,334	190,151
EXPENDITURES:						
MUNICIPAL GOVERNMENT	11,801,519	11,658,270	143,249	-	-	-
ACTON LOCAL SCHOOLS	11,967,326	11,967,326	-	-	-	-
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT	9,765,698	9,765,698	-	-	-	-
MINUTEMAN REGIONAL SCHOOL DISTRICT	507,192	507,192	-	-	-	-
STATE AND COUNTY ASSESSMENTS	120,726	98,737	21,989	-	-	-
CAPITAL OUTLAY ARTICLES	-	-	-	-	-	-
MUNICIPAL GOVERNMENT	1,293,479	1,293,479	-	-	-	-
ACTON LOCAL SCHOOLS	500,000	500,000	-	-	-	-
TRANSFER STATION	-	-	-	1,402,178	1,400,416	1,762
COUNCIL ON AGING TRANSPORTATION SERVICES	-	-	-	41,518	40,067	1,451
NURSING SERVICES	-	-	-	520,132	422,783	97,349
SEPTAGE DISPOSAL	-	-	-	195,355	98,964	96,391
TOTAL EXPENDITURES	35,955,940	35,790,702	165,238	2,159,183	1,962,230	196,953
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(1,037,630)	(658,471)	379,159	(667,000)	(279,896)	387,104
OTHER FINANCING SOURCES (USES):						
OPERATING TRANSFERS IN	76,203	76,203	-	667,000	667,000	-
OPERATING TRANSFERS OUT	(667,000)	(667,000)	-	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	(590,797)	(590,797)	-	667,000	667,000	-
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER FINANCING USES	(1,628,427)	(1,249,268)	379,159	-	387,104	387,104
OTHER BUDGET ITEMS:						
NET TRANSFER FROM UNDESIGNATED FUND BALANCE	1,628,427	1,628,427	-	-	-	-
NET BUDGET AND ACTUAL	\$ -	\$ 379,159	\$ 379,159	\$ -	\$ 387,104	\$ 387,104

The accompanying notes are an integral part of these general purpose financial statements

TOWN OF ACTON, MASSACHUSETTS  
 COMBINED STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN RETAINED EARNINGS/FUND EQUITY  
 ALL PROPRIETARY FUND TYPES AND SIMILAR TRUST FUNDS  
 YEAR ENDED JUNE 30, 1997

	PROPRIETARY <u>FUND TYPES</u>	FIDUCIARY <u>FUND TYPES</u>	TOTALS (MEMORANDUM <u>ONLY</u> )
	<u>INTERNAL SERVICE</u>	<u>TRUST AND AGENCY</u>	
OPERATING REVENUES:			
INCOME FROM EMPLOYER AND MEMBER CONTRIBUTIONS	\$ 3,328,602	\$ -	\$ 3,328,602
DONATIONS	-	35,026	35,026
OTHER INCOME	256,424	-	256,424
INVESTMENT INCOME	<u>281,973</u>	<u>63,169</u>	<u>345,142</u>
TOTAL OPERATING REVENUES	<u>3,866,999</u>	<u>98,195</u>	<u>3,965,194</u>
OPERATING EXPENSES:			
GENERAL SERVICES	<u>1,823,040</u>	<u>-</u>	<u>1,823,040</u>
TOTAL OPERATING EXPENSES	<u>1,823,040</u>	<u>-</u>	<u>1,823,040</u>
OPERATING INCOME	2,043,959	98,195	2,142,154
OPERATING TRANSFERS TO OTHER FUNDS	<u>-</u>	<u>(63,169)</u>	<u>(63,169)</u>
NET INCOME	2,043,959	35,026	2,078,985
RETAINED EARNINGS/FUND EQUITY AT BEGINNING OF YEAR	<u>4,500,744</u>	<u>1,196,263</u>	<u>5,697,007</u>
RETAINED EARNINGS/FUND EQUITY AT END OF YEAR	\$ 6,544,703	\$ 1,231,289	\$ 7,775,992
	*****	*****	*****

The accompanying notes are an integral part of these general purpose financial statements



TOWN OF ACTON, MASSACHUSETTS  
 COMBINED STATEMENT OF CASH FLOWS  
 ALL PROPRIETARY FUND TYPES AND SIMILAR TRUST FUNDS  
 YEAR ENDED JUNE 30, 1997

	PROPRIETARY FUND TYPES	FIDUCIARY FUND TYPES	TOTALS (MEMORANDUM ONLY)
	INTERNAL SERVICE	TRUST AND AGENCY	
CASH FLOWS FROM OPERATING ACTIVITIES:			
CASH RECEIVED FROM CUSTOMERS AND USERS	\$ 3,405,803	\$ -	\$ 3,405,803
CASH RECEIVED FROM DONATIONS	-	35,026	35,026
INVESTMENT INCOME	281,973	63,169	345,142
CASH PAID TO/FOR SERVICES	<u>(1,928,748)</u>	<u>-</u>	<u>(1,928,748)</u>
NET CASH PROVIDED BY OPERATING INCOME	<u>1,759,028</u>	<u>98,195</u>	<u>1,857,223</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:			
OPERATING TRANSFER - OUT TO EXPENDABLE TRUST FUNDS	<u>-</u>	<u>(63,169)</u>	<u>(63,169)</u>
CASH FLOWS FROM INVESTING ACTIVITIES:			
PROCEEDS FROM SALE AND MATURITIES OF INVESTMENTS SECURITIES	-	(35,026)	(35,026)
NET INCREASE IN CASH AND CASH EQUIVALENTS	1,759,028	-	1,759,028
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>4,535,746</u>	<u>75,899</u>	<u>4,611,645</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u>\$ 6,294,774</u>	<u>\$ 75,899</u>	<u>\$ 6,370,673</u>
	=====	=====	=====
RECONCILIATION OF OPERATING INCOME TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES			
OPERATING INCOME	\$ 2,043,959	\$ 98,195	\$ 2,142,154
ADJUSTMENTS TO RECONCILE OPERATING INCOME TO NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES:			
(INCREASE) DECREASE IN ACCOUNTS RECEIVABLES	(179,222)	-	(179,222)
(INCREASE) DECREASE IN DEPOSITS	(267,649)	-	(267,649)
INCREASE (DECREASE) IN ACCOUNTS PAYABLE	<u>161,940</u>	<u>-</u>	<u>161,940</u>
TOTAL ADJUSTMENTS	<u>(284,931)</u>	<u>-</u>	<u>(284,931)</u>
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES	<u>\$ 1,759,028</u>	<u>\$ 98,195</u>	<u>\$ 1,857,223</u>
	=====	=====	=====

The accompanying notes are an integral part of these general purpose financial statements

TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

**Note 1. Summary of Significant Accounting Policies**

**A. Reporting Entity**

The government is a municipal corporation governed by an elected five-member Board of Selectmen.

**B. Fund Accounting**

The accounts of the Town are organized on the basis of funds and an account group, each of which is considered a separate accounting entity. The operations of each fund are accounted for in a set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, expenditures or expenses and other financing sources and uses. The individual funds account for the government resources allocated to them for the purpose of carrying on specific activities in accordance with laws, regulations, or other restrictions. The various funds and account group are grouped by fund categories and fund types as follows:

**Governmental Funds Types.** Governmental Funds are those through which most governmental functions of the Town are typically financed. The acquisition, use, and balances of the government's expendable financial resources and the related liabilities (except those accounted for in proprietary funds and the long-term debt account group) are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position rather than upon net income determination. The following are the Town's governmental fund types:

**General Fund** - The General Fund is the general operating fund of the Town. It is used to account for all financial resources except those required to be accounted for in another fund.

**Special Revenue Funds** - The Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes.

**Capital Projects Funds** - The Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital assets (other than those financed by proprietary and trust funds).

**Proprietary Fund Types.** Proprietary Funds are used to account for the Town's ongoing organizations and activities which are similar to those often found in the private sector. The measurement focus is upon determination of net income. The following are the Town's proprietary fund types:

**Internal Service Fund** - The Internal Service Fund is used to account for the financing of services provided by one department or agency to other departments or agencies of the Town, or to other governmental units, on a cost-reimbursement basis. The Town operates an internal service fund to account for operations of a public-entity risk pool for employee health claims. The Town is the predominant participant in a pool that includes the employees of the Acton-Boxborough Regional School District and the Acton Water District.

TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

ote 1. Summary of Significant Accounting Policies, continued

**Fiduciary Fund Types.** Fiduciary funds are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, other governmental units, or other funds. The following are the Town's proprietary fund types:

**Agency Funds** - are used to account for funds that are custodial in nature and do not involve the measurement of operations.

**Expendable Trust Funds** - are used to account for trust fund principal and income that may be expended in accordance with conditions of the trust. Expendable trust funds are accounted for in essentially the same manner as governmental funds.

**Nonexpendable Trust Funds** - are used to account for trusts where the principal must remain intact. Generally income earned on nonexpendable trust principal may be expended in accordance with the conditions of the trust. In order to conform with state mandated accounting guidelines for local governments the Town maintains only the nonexpendable portion of the trust in the nonexpendable trust fund. The portion of the trust that is expendable is maintained in the expendable trust fund. All expendable income or additions earned by the nonexpendable trust fund are transferred to the expendable trust fund. Nonexpendable trust funds are accounted for in essentially the same manner as proprietary funds.

**Account Group.** An account group is used to establish accounting control and accountability for the Town's general long-term debt. The following is a description of the Town's account group:

**General Long-Term Obligations Account Group** - This account group is used to account for all long-term obligations of the Town.

### C. Basis of Accounting

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied.

The basis of accounting used for each fund is as follows:

#### Governmental Funds, Expendable Trust and Agency Funds

The modified accrual basis of accounting is used by all governmental fund types, expendable trust funds and agency funds. Accordingly, revenues are recognized when they become both measurable and available, while expenditures are generally recognized when the related fund liability is incurred, with the exception of unmatured interest on general long-term debt, which is recognized when due. Accordingly, assets and the related liabilities are recognized when the asset becomes both measurable and available. The governmental fund measurement focus is on



TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

**Note 1. Summary of Significant Accounting Policies, continued**

determination of financial position and changes in financial position (sources, uses and balances of financial resources), rather than on net income determination. The statement of revenues, expenditures, and changes in fund equity is the primary governmental fund operating statement.

Those revenues susceptible to accrual are property taxes, investment income and intergovernmental revenue. Motor vehicle excise taxes, licenses and permits, charges for services, fines and forfeits, and miscellaneous revenues are recorded as revenues when received in cash because they are not generally measurable until actually received.

In applying the susceptible to accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are essentially two types of these revenues: (1) revenues recognized based upon the expenditures recorded and (2) revenues recognized at the time of receipt or earlier, if the susceptible to accrual criteria are met.

The Town reports deferred revenue on its combined balance sheet. Deferred revenues arise when a potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Deferred revenues also arise when resources are received by the Town before it has a legal claim to them, as when grant monies are received prior to the incurrence of qualifying expenditures. In the subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for deferred revenue is removed from the combined balance sheet and revenue is recognized.

Proprietary and Nonexpendable Trust Funds

The accrual basis of accounting is utilized by proprietary fund types and nonexpendable trust funds. Their revenues are recorded when they are earned, and their expenses are recognized when they are incurred.

**D. Budgets and Budgetary Accounting**

The Town is required to adopt an annual budget for the general fund. The Town is also required to adopt a budget for the expenditure of any other funds that have not been specifically authorized by any other statute. An annual budget is adopted for the Town's General Fund, Transfer Station Special Revenue Fund, Septage Disposal Special Revenue Fund, Nursing Services Special Revenue Fund, and Council on Aging Van Service Special Revenue Fund. Budget amendments may occur throughout the fiscal year. Although legislative approval is required for certain capital project and borrowing authorizations, annual budgets are not prepared for any other funds, other than those already noted, and therefore comparison of budget to actual is only presented for the General Fund and the Special Revenue Funds that adopt annual budgets.



TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

**. Summary of Significant Accounting Policies, continued**

The Town adopts an operating budget for each of the funds that are required to maintain budgets. The legal budgetary control for the operating budget is at the fund level. Administrative control is maintained through the establishment of more detailed line-item budgets.

Generally all unencumbered operating budgets lapse, except project budgets. The general fund has some appropriations that are referred to as article appropriations. These article appropriations, by specific legislative vote, lapse when the intent of the article has been fulfilled. These article appropriations may not lapse at the end of each fiscal year.

The Town's budgets are prepared on a budgetary basis, according to the Municipal finance laws of the State of Massachusetts, that differ in some respects from generally accepted accounting principles (GAAP basis). The major differences between the budget and GAAP basis are that:

- (a) Budgeted revenues are recorded when cash is received, except for real estate and personal property taxes, which are recorded as revenue when levied (budget), as opposed to when susceptible to accrual (GAAP);
- (b) Encumbrances are treated as expenditures in the year the commitment to purchase is made. Also, non-lapsing article appropriations are treated as budgetary expenditures in the fiscal year they are authorized.

Encumbrances represent commitments related to unperformed contracts for goods or services. Encumbrance accounting - under which purchase orders, contracts and other commitments for the expenditure of resources are recorded to reserve that portion of the applicable appropriation - is utilized in the governmental funds. Encumbrances outstanding at year end are reported as reservations of fund balances and are not liabilities.

Encumbrances represent commitments which will be honored during the subsequent year.

**E. Cash and Investments**

Cash balances from all funds, except those required to be segregated by law, are combined to form a pool of cash. Cash balances are invested to the extent available and interest earnings are recognized in the General Fund, certain Special Revenue Funds, Capital Projects funds where required by state law and the Fiduciary Funds.

Cash includes amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the Town.

Investments are stated at cost or amortized cost, except for investments in the deferred compensation plan which are reported at market value.

TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

1. Summary of Significant Accounting Policies, continued

**F. Due To and Due From Other Funds**

During the course of operations, numerous transactions occur between individual funds for goods provided or services rendered. These receivables and payables are classified as "due from other funds" or "due to other funds" on the balance sheet.

**G. Inventories**

Inventories of governmental funds are recorded as expenditures when purchased. Inventories of proprietary funds are valued at cost, which approximates market, using the first-in/first-out (FIFO) method. Currently the Town does not have any proprietary funds that would use inventoried items in the normal course of their operation.

**H. Prepaid Items**

Payments made to vendors for services that will benefit periods beyond the date of this report are recorded as prepaid items.

**I. Fixed Assets**

The Town does not capitalize the cost of general fixed assets as required by generally accepted accounting principles (GAAP). The effects on financial position, results of operations and changes in financial position due this departure from GAAP is not reasonably determinable.

**J. Compensated Absences**

Compensated vacation absences are recorded as expenditures in governmental funds when they are paid. Unpaid vacation leave at year-end is recorded in the General Long-Term Debt Account Group. These unpaid amounts will be paid from expendable available resources provided for in the budget of future years.

Sick leave benefits and other compensated absences for governmental funds and proprietary funds are not accrued in the financial statements because they do not vest or allow for any termination benefits.

**K. Long-Term Obligations**

Long-term debt is recognized as a liability of a governmental fund when due. For other long-term obligations, only that portion expected to be financed from expendable available financial resources is reported as a fund liability of a governmental fund. The remaining portion of such obligations is reported in the general long-term debt account group. Long-term liabilities expected to be financed from proprietary fund operations are accounted for in those funds.

TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

**. Summary of Significant Accounting Policies, continued**

**L. Fund Equity**

The unreserved fund balance for governmental funds represents the amount available for budgeting future operations. The reserved fund balance for governmental funds represents the amounts that are not appropriable for future expenditure or are legally segregated for specific purposes. Designated fund balances represent tentative plans for future use of financial resources.

Unreserved retained earnings for proprietary funds represent the net assets available for future operations or distribution.

**M. Interfund Transactions**

Quasi-external transactions are accounted for as revenues, expenditures or expenses. Transactions that constitute reimbursements to a fund for expenditures/expenses initially made from it that are properly applicable to another fund, are recorded as expenditures/expenses in the reimbursing fund and as reductions of expenditures/expenses in the fund reimbursed.

All other interfund transactions, except quasi-external transactions and reimbursements, are reported as transfers. Nonrecurring or nonroutine permanent transfers of equity are reported as residual equity transfers. All other interfund transfers are reported as operating transfers.

**N. Memorandum Only - Total Columns**

Total columns on the general purpose financial statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present consolidated financial position, results of operations or changes in financial position in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation. Interfund eliminations have not been made in the aggregation of this data.



TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

**Note 2. Legal Compliance - Budgets**

**Legal Compliance.** Budgets are prepared by the Town Manager and the School Superintendent then sent to the Board of Selectmen and School Committee for approval. The budget is also sent to the Finance Committee for their review. The budget and the Finance Committee's recommendation are then submitted to Town Meeting for approval.

The Town must establish its property tax each year so that the property tax rate levy will comply with the limits established by Proposition 2-1/2, Chapter 580 of the Acts of 1980 of the Commonwealth of Massachusetts, as amended, and also equal the sum of (a) the aggregate of all annual appropriations, plus (b) the provision for prior year deficits, if any, less (c) the aggregate of all non-property tax revenues estimated to be received, including available funds. Supplemental appropriations may be made from available funds after the setting of the tax rate. All fiscal year appropriations except appropriations for special articles lapse at year end.

All funds, except for the Nursing Services Special Revenue Fund and the Transfer Station Special Revenue Fund, completed the fiscal year within their legally authorized expenditures.

TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

**Note 2. Legal Compliance - Budgets, continued**

Adjustments necessary to convert the results of operations for the year ended June 30, 1997 on the "Budgetary basis" to the "GAAP basis" are as follows:

<u>EXCESS OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</u>						
	<u>SPECIAL REVENUE FUNDS</u>					<u>TOTAL BUDGETED SPECIAL REVENUE</u>
	<u>GENERAL</u>	<u>TRANSFER</u>	<u>SEPTAGE</u>	<u>NURSING</u>	<u>COA</u>	
	<u>FUND</u>	<u>STATION</u>	<u>DISPOSAL</u>	<u>SERVICES</u>	<u>VAN</u> <u>SERVICE</u>	
AS REPORTED ON A BUDGETARY BASIS	\$ (1,249,268)	\$ 321,233	\$ 2,690	\$ 66,575	\$ (3,574)	\$ 386,924
TO ADJUST REVENUE RECOGNITION TO THE MODIFIED ACCRUAL BASIS OF ACCOUNTING	509,015	-	-	-	-	-
TO ELIMINATE CURRENT YEAR ENCUMBRANCES	1,938,415	70	3,221	-	-	3,291
TO ADJUST FOR EXPENDITURES FROM PRIOR YEAR ENCUMBRANCES AND CONTINUING APPROPRIATIONS	(366,765)	(69,663)	(1,728)	(287)	-	(71,678)
AS REPORTED ON A GAAP BASIS	\$ 831,397	\$ 251,640	\$ 4,183	\$ 66,288	\$ (3,574)	\$ 318,537
	=====	=====	=====	=====	=====	=====

TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

**Note 3. Deposits and Investments**

The Town maintains a cash pool that is available for use by all funds. Each fund types' portion of this pool is reflected on the general purpose financial statements under the caption "Cash and cash equivalents" and the interest earnings attributable to each fund type are included under "investment income".

State statutes place certain limitations on the nature of deposits and investments available to the Town. Deposits (including demand deposits, term deposits and certificates of deposit) in any one financial institution may not exceed certain levels without collateralization by the financial institutions involved. Investments can also be made in securities issued by or unconditionally guaranteed by the U.S. Government or Agencies that have a maturity of less than one year from the date of purchase, repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase and units in the Massachusetts Municipal Depository Trust ("MMDT").

In addition, the Town's trust funds have additional investment powers, most notably the ability to invest in common stocks, corporate bonds and other specified investments.

**DEPOSITS**

The carrying amount of the Town's deposits with financial institutions was \$13,513,342 and the bank balance was \$12,873,634. The bank balance is categorized as follows:

Amount insured by the Federal Depository Insurance Corporation (FDIC)	\$ 1,672,195
Uncollateralized and uninsured	<u>11,201,439</u>
Total bank balance	\$ 12,873,634 =====

**INVESTMENTS**

Investments made by the Town are summarized below. The investments that are represented by specific identifiable investment securities are classified as to credit risk by the three categories described below.

Category 1 - Insured or registered, or securities held by the Town or its agent in the Town's name.

Category 2 - Uninsured and unregistered, with securities held by counterparty's trust department or agent in the Town's name.

Category 3 - Uninsured and unregistered, with securities held by counterparty, or by its's trust department or agent but not in the Town's name.



TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

Note 3. Deposits and Investments, continued

	Category			Carrying	Market
	1	2	3	Amount	Value
U.S. Obligations	\$ -	\$ 1,040,101	\$ -	\$ 1,040,101	\$ 1,056,609
Certificate of Deposit	-	1,149,238	-	1,149,238	1,149,238
Common Stocks	-	161,616	-	161,616	659,095
Total	\$ -	\$ 2,350,955	\$ -	2,350,955	2,864,942
	=====	=====	=====		

Investment in mutual fund	1,016,660	1,016,660
Investment in deferred compensation plan	1,893,379	1,893,379
Investment in state investment pool	6,436,456	6,436,456
Total investments	\$11,697,450	\$12,211,437
	=====	=====

The composition of the Town's deposits and investments fluctuates depending primarily on the timing of real estate tax receipts, proceeds from borrowings, collection of state and federal aid, and capital outlays throughout the year.

The following is a reconciliation of deposits and investments to the balance sheet categorization of "Cash and cash equivalents" and "Investments".

	Deposits	Investments
Balance as reflected above	\$ 13,513,342	\$11,697,450
Certificate of Deposit	1,149,238	(1,149,238)
Investment in state investment pool (MMDT)	6,436,456	(6,436,456)
Investment in deferred compensation plan - separately classified	-	(1,893,379)
Investment in mutual fund	1,016,660	(1,016,660)
Cash on hand	<u>520</u>	
Cash and Cash Equivalents	\$ 22,116,216	
	=====	
Investments		<u>\$ 1,201,717</u>
		=====

TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

**Note 4. Receivables**

**Real and Personal Property Taxes.** Real and Personal Property Taxes are based on values assessed as of each January 1 and are normally due on the subsequent August 1, November 1, February 1 and May 1. By law, all taxable property in the Commonwealth must be assessed at 100% of fair cash value. Taxes due and unpaid after the respective due dates are subject to interest and penalties assessed at 14%. The Town has an ultimate right to foreclosure on property for unpaid taxes. Property taxes are recorded as revenue in the fiscal accounting period that they become both measurable and available. "Available" means expected to be collected within 60 days after the year end of the fiscal year, except under unusual circumstances.

**Note 5. Risk Management**

The Town participates in a self-insurance pool for health care benefits. The pool includes the Town of Acton as the primary participant, the Acton-Boxborough Regional School District and the Acton Water District. The claims administration contract holds all pool participants jointly and severally liable for claims paid.

The pool provides health care coverage for employees that qualify for and select health care coverage as an employee benefit as well as retired employees. Employees and retirees of the pool pay a percentage of an estimated health insurance premium. The percentage for employees is 10% or 15% depending on the employee labor contracts or employment policies of the pool member. All retired employees pay 50% of the established premium.

Health benefits are provided according to those offered by the Master Health Plus plan offered by Blue Cross/Blue Shield of Massachusetts. Blue Cross/Blue Shield administers the claims program for the pool. The pool pays in a standard monthly amount towards claims incurred. Annually actual claims payable (or prepaid claims deposit) are established by adjusting for actual claims and estimated claims incurred but not reported. The pool expenses are for actual claims incurred, excess claims insurance coverage, and administrative costs for the plan administrator. Excess claims insurance coverage is purchased to cover any medical claims in excess of \$60,000 per incident.

Premiums are paid into the internal service health insurance fund by all other funds of the Town of Acton and the other pool participants and are available to pay claims, claim reserves and administrative costs of the program.

TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

ote 6. Long-term Debt

The following is a summary of the composition of general long-term obligations outstanding  
t June 30, 1997.

DESCRIPTION	DATE OF	DATE OF	INTEREST	ORIGINAL	OUTSTANDING			OUTSTANDING
	ISSUE	MATURITY	RATES	ISSUE	JUNE 30,			JUNE 30,
					1996	ADDITIONS	RETIREMENTS	1997
BONDS:								
GENERAL OBLIGATION	08/01/86	08/01/96	6.00%	3,300,000	\$ 180,000	\$ -	\$ 180,000	\$ -
GENERAL OBLIGATION	08/15/87	08/15/97	5.74%	1,535,000	200,000	-	100,000	100,000
GENERAL OBLIGATION	08/01/94	08/01/04	5.00%	880,000	780,000	-	95,000	685,000
TOTAL BONDS					1,160,000	-	375,000	785,000
* ACCRUED COMPENSATED ABSENCES					1,428,317	252,151	-	1,680,468
TOTAL GENERAL LONG-TERM OBLIGATIONS					\$ 2,588,317	\$ 252,151	\$ 375,000	\$ 2,465,468
					=====	=====	=====	=====

\* Represents the net increase in accrued compensated absences for fiscal year 1997.



**TOWN OF ACTON, MASSACHUSETTS**  
**NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS**  
**JUNE 30, 1997**

**Note 6. Long-term Debt, continued**

**General Obligations Bonds**

The annual requirements to amortize all outstanding bonds, including interest, as of June 30, 1997 are as follows:

<u>Year Ended</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
June 30, 1998	\$ 195,000	\$ 33,655	\$ 228,655
1999	95,000	26,551	121,551
2000	90,000	22,275	112,275
2001	85,000	18,120	103,120
2002	80,000	14,120	94,120
thereafter	240,000	18,360	258,360
	<u>\$ 785,000</u>	<u>\$ 133,081</u>	<u>\$ 918,081</u>
	=====	=====	=====

The Town is subject to the Municipal Finance Law of Massachusetts which limits the amount of net bonded debt the Town may have outstanding to 2-1/2 percent of assessed property value. The Town may incur debt outside this limit for purposes as described in Section 8 of Chapter 44 of the Massachusetts Municipal Finance Laws. At June 30, 1997, the Town had available borrowings inside the debt margin of \$83,321,930. Authorized and unissued debt as of June 30, 1997 was \$25,880,000.

The Town pays assessments under formulas which include debt service payments to other governmental agencies providing services to the Town, (commonly referred to as overlapping debt). The following summary sets forth the unaudited amount of long-term debt of each governmental entity as well as the Town's share of debt at June 30, 1997 and the town's assessment from each entity:

	<u>Bond</u> <u>Anticipation</u> <u>Notes</u> <u>Outstanding</u>	<u>Town's</u> <u>Estimated</u> <u>Share</u>	<u>Town's</u> <u>Indirect</u> <u>Debt</u>	<u>FY97</u> <u>Assessment</u> <u>Including</u> <u>Debt Service</u>
Acton-Boxborough Regional School District	\$ 881,000	95.00%	\$ 836,950	\$ 9,765,698
	=====		=====	=====

**Middlesex County, Massachusetts.** - The Town is a member of Middlesex County. In December 1996, Middlesex County defaulted on the repayment of a bond anticipation note principal and interest. On July 11, 1997, legislation by the Commonwealth of Massachusetts dissolved Middlesex County. The Commonwealth has assumed all of the obligations and will in the future assess Middlesex County member Towns for County obligations through the annual County Assessment.

TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

**Note 7. Undesignated Fund Balance**

In order to prepare the accompanying financial statements in accordance with generally accepted accounting principles, certain budgetary surpluses and deficits, which would otherwise be reflected on the balance sheet under the Massachusetts Statutory System, have been included in undesignated fund balances as follows:

Undesignated	\$ 3,087,865
State Under Assessment	(1,060)
Teachers Pay Deferral	(603,624)
Unprovided Abatements & Exemptions	(18,721)
	<u>\$ 2,464,460</u>
	=====

**Note 8. Designated Fund Balance**

The composition of designated fund balance is as follows:

Fund Balance Reserved For Expenditures	\$ 1,149,000
Fund Balance Reserved For Petty Cash	520
	<u>\$ 1,149,520</u>
	=====

**Note 9. Contingent Liabilities**

Refer to Note 6 for a discussion of commitments by the Town to the Acton Boxborough Regional School District and Middlesex County.

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the government expects such amounts, if any, to be immaterial.

The Town is a defendant in various lawsuits. Although the outcome of these lawsuits is not presently determinable, in the opinion of the Town attorney the resolution of these matters will not have a material adverse effect on the financial condition of the Town.

As of June 30, 1997, the Town has loans authorized but unissued as follows:

Sewer construction	\$ 11,500,000
Library expansion	6,310,000
Sewer construction	3,165,000
N. Acton recreation area	1,600,000
Land acquisition	1,300,000
School capital outlay	665,000
Bridge construction	600,000
Sewer design	290,000
Fuel tank	250,000
Septic program	200,000
	<u>\$ 25,880,000</u>
	=====

TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

**Note 10. Deferred Compensation Plan**

The Town offers its employees a deferred compensation plan created in accordance with Internal Revenue Service Code Section 457. The plan, available to all government employees, permits them to defer a portion of their salary until future years. Participation in the plan is optional. The deferred compensation is not available to employees until termination, retirement, death or unforeseeable emergency.

It is the opinion of the Town's management that the Town has no liability for losses under the plan but does have the duty of due care that would be required of an ordinary prudent investor.

**Note 11. Post-Employment Health Care Benefits**

In addition to providing pension benefits, the Town provides certain health care and life insurance benefits for retired employees (other than teachers). Substantially all the Town's employees may become eligible for those benefits if they reach normal retirement age while working for the Town. The cost of retiree health care and life insurance benefits is recognized as an expenditure as claims are paid. For fiscal year 1997, those costs total \$126,652.



TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

**Note 12. Employee Retirement System**

The Town follows the provisions of GASB Statement No.27, Accounting for State and Local Government Employees, with respect to the employees retirement funds.

**A. Plan Description**

The Town contributes to the Middlesex County Contributory Retirement System (the "System"), a cost-sharing, multiple-employer, defined benefit pension plan administered by a county retirement board. The System provides retirement, disability and death benefits to plan members and beneficiaries. Chapter 32 of the Massachusetts General Laws assigns authority to establish and amend benefit provisions of the plan, and grant cost-of-living increases, to the State legislature. The System issues a publicly available financial report which can be obtained through the Commonwealth of Massachusetts, Public Employee Retirement Administration Commission ("PERAC"), One Ashburton Place, Boston, Massachusetts 02108.

**B. Funding Policy**

Plan members are required to contribute to the system at rates ranging from 5% to 11% of annual covered compensation. The Town is required to pay into the System, its share of the remaining system-wide actuarially determined contribution plus administration costs which are apportioned among the employers based on active covered payroll. The Commonwealth of Massachusetts reimburses the System for a portion of benefit payments for cost of living increases. The contributions to the System for years ended June 30, 1997, 1996 and 1995 were \$793,023, \$769,261 and \$729,484, respectively, which were equal to its required contributions for each of these years.

TOWN OF ACTON, MASSACHUSETTS  
NOTES TO GENERAL PURPOSE FINANCIAL STATEMENTS  
JUNE 30, 1997

**Note 13. Operating Transfers**

Operating transfers constitute transfers of resources from the fund that receives the resources to the fund that utilizes them. Operating transfers during the year were as follows:

	<u>OPERATING TRANSFERS IN (OUT)</u>		
	<u>GENERAL</u>	<u>SPECIAL REVENUE</u>	<u>EXPENDABLE TRUST</u>
COUNTY DOG FUND	\$ 5,968	\$ (5,968)	\$ -
CEMETERY LAND FUND	160	(160)	-
CEMETERY PERPETUAL CARE	70,075	-	(70,075)
TRANSFER STATION	<u>(667,000)</u>	<u>667,000</u>	<u>-</u>
	\$ (590,797)	\$ 660,872	\$ (70,075)
	=====	=====	=====

TOWN OF ACTON, MASSACHUSETTS  
GENERAL FUND  
SCHEDULE OF TAXES RECEIVABLE  
YEAR ENDED JUNE 30, 1997

	BALANCE		ABATEMENTS	TRANSFERS	NET	BALANCE
	<u>7/1/96</u>	<u>COMMITMENTS</u>	<u>AND</u> <u>ADJUSTMENTS</u>	<u>TO TAX</u> <u>LIENS</u>	<u>COLLECTIONS</u>	<u>6/30/97</u>
REAL ESTATE TAX						
1994 & PRIOR	\$ (6,075)	\$ -	\$ 14,264	\$ -	\$ (20,339)	\$ -
1995	(6,466)	-	28,870	(690)	(34,646)	-
1996	337,077	-	56,894	254,288	25,898	(3)
1997	-	<u>29,189,057</u>	<u>111,996</u>	<u>10,374</u>	<u>28,737,994</u>	<u>328,693</u>
	<u>324,536</u>	<u>29,189,057</u>	<u>212,024</u>	<u>263,972</u>	<u>28,708,907</u>	<u>328,690</u>

PERSONAL PROPERTY TAX

1994 & PRIOR	39,971	-	(11,425)	-	(330)	51,726
1995	10,633	-	-	-	-	10,633
1996	22,248	-	-	-	16,776	5,472
1997	-	<u>589,027</u>	<u>68</u>	<u>-</u>	<u>583,948</u>	<u>5,011</u>
	<u>72,852</u>	<u>589,027</u>	<u>(11,357)</u>	<u>-</u>	<u>600,394</u>	<u>72,842</u>
	\$ 397,388	\$ 29,778,084	\$ 200,667	\$ 263,972	\$ 29,309,301	\$ 401,532
=====	=====	=====	=====	=====	=====	=====

OTOR VEHICLE EXCISE TAX

1993 & PRIOR	\$ 125,364	\$ 126	\$ 1,505	\$ -	\$ 3,268	\$ 120,717
1994	20,160	160	17	-	1,779	18,524
1995	21,395	8,551	4,287	-	11,913	13,746
1996	54,716	313,920	46,512	-	298,463	23,661
1997	-	<u>1,762,046</u>	<u>64,003</u>	<u>-</u>	<u>1,648,335</u>	<u>49,708</u>
	\$ 221,635	\$ 2,084,803	\$ 116,324	\$ -	\$ 1,963,758	\$ 226,356
=====	=====	=====	=====	=====	=====	=====



TOWN OF ACTON, MASSACHUSETTS  
TRANSFER STATION SPECIAL REVENUE FUND  
STATEMENT OF REVENUES AND EXPENDITURES  
BUDGETARY BASIS - BUDGET AND ACTUAL  
YEAR ENDED JUNE 30, 1997

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:			
CHARGES FOR SERVICES	\$ 735,178	\$ 1,054,649	\$ 319,471
TOTAL REVENUES	<u>735,178</u>	<u>1,054,649</u>	<u>319,471</u>
EXPENDITURES:			
CURRENT:			
PUBLIC SAFETY	<u>1,402,178</u>	<u>1,400,416</u>	<u>1,762</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	(667,000)	(345,767)	321,233
OTHER FINANCING SOURCES (USES):			
OPERATING TRANSFERS IN	667,000	667,000	-
OPERATING TRANSFERS OUT	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>667,000</u>	<u>667,000</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	\$ - =====	\$ 321,233 =====	\$ 321,233 =====

TOWN OF ACTON, MASSACHUSETTS  
COUNCIL ON AGING TRANSPORTATION SERVICES SPECIAL REVENUE FUND  
STATEMENT OF REVENUES AND EXPENDITURES  
BUDGETARY BASIS - BUDGET AND ACTUAL  
YEAR ENDED JUNE 30, 1997

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:			
CHARGES FOR SERVICES	\$ 41,518	\$ 36,493	\$ (5,025)
TOTAL REVENUES	<u>41,518</u>	<u>36,493</u>	<u>(5,025)</u>
EXPENDITURES:			
CURRENT:			
PUBLIC WORKS	<u>41,518</u>	<u>40,067</u>	<u>1,451</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	-	(3,574)	(3,574)
OTHER FINANCING SOURCES (USES):			
OPERATING TRANSFERS IN	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	\$ - =====	\$ (3,574) =====	\$ (3,574) =====

TOWN OF ACTON, MASSACHUSETTS  
NURSING SERVICES SPECIAL REVENUE FUND  
STATEMENT OF REVENUES AND EXPENDITURES  
BUDGETARY BASIS - BUDGET AND ACTUAL  
YEAR ENDED JUNE 30, 1997

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:			
CHARGES FOR SERVICES	\$ 520,132	\$ 489,358	\$ (30,774)
TOTAL REVENUES	<u>520,132</u>	<u>489,358</u>	<u>(30,774)</u>
EXPENDITURES:			
CURRENT:			
GENERAL GOVERNMENT	<u>520,132</u>	<u>422,783</u>	<u>97,349</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	-	66,575	66,575
OTHER FINANCING SOURCES (USES):			
OPERATING TRANSFERS IN	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	\$ - =====	\$ 66,575 =====	\$ 66,575 =====

TOWN OF ACTON, MASSACHUSETTS  
SEPTAGE DISPOSAL SPECIAL REVENUE FUND  
STATEMENT OF REVENUES AND EXPENDITURES  
BUDGETARY BASIS - BUDGET AND ACTUAL  
YEAR ENDED JUNE 30, 1997

	<u>BUDGET</u>	<u>ACTUAL</u>	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:			
CHARGES FOR SERVICES	\$ 195,355	\$ 101,654	\$ (93,701)
TOTAL REVENUES	<u>195,355</u>	<u>101,654</u>	<u>(93,701)</u>
EXPENDITURES:			
CURRENT:			
PUBLIC SAFETY	<u>195,355</u>	<u>98,964</u>	<u>96,391</u>
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	-	2,690	2,690
OTHER FINANCING SOURCES (USES):			
OPERATING TRANSFERS IN	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>
EXCESS (DEFICIENCY) OF REVENUES AND OTHER FINANCING SOURCES OVER EXPENDITURES AND OTHER USES	\$ - =====	\$ 2,690 =====	\$ 2,690 =====



TOWN OF ACTON				
DEPARTMENT OBJECT BUDGET				
SUB ACCT	DESCRIPTION	1998 BUDGET	FY98 Expended 12/31/97	% Expended
<b>ACCOUNTANT/COMPTROLLER</b>				
5100	Personal Services	\$ 121,169	\$ 59,481	49%
5200	Services	\$ 1,134	\$ 313	28%
5400	Supplies	\$ 2,900	\$ 631	22%
	DEPARTMENT TOTAL	\$ 125,203	\$ 60,425	48%
<b>ASSESSORS</b>				
5100	Personal Services	\$ 111,442	\$ 53,278	48%
5200	Services	\$ 14,770	\$ 6,392	43%
5400	Supplies	\$ 1,400	\$ 662	47%
	DEPARTMENT TOTAL	\$ 127,612	\$ 60,332	47%
<b>BUILDING INSPECTOR</b>				
5100	Personal Services	\$ 140,383	\$ 63,947	46%
5200	Services	\$ 800	\$ 559	70%
5400	Supplies	\$ 2,400	\$ 670	28%
	DEPARTMENT TOTAL	\$ 143,583	\$ 65,176	45%
<b>TOWN CLERK</b>				
5100	Personal Services	\$ 94,833	\$ 43,823	46%
5200	Services	\$ 1,680	\$ 116	7%
5400	Supplies	\$ 1,355	\$ 562	41%
	DEPARTMENT TOTAL	\$ 97,868	\$ 44,501	45%
<b>CIVIL DEFENSE</b>				
5200	Services	\$ 2,100	\$ 309	15%
5400	Supplies	\$ 2,400	\$ 213	9%
	DEPARTMENT TOTAL	\$ 4,500	\$ 522	12%
<b>COA/COUNCIL ON AGING</b>				
5100	Personal Services	\$ 82,973	\$ 36,811	44%
5200	Services	\$ 4,731	\$ 2,400	51%
5400	Supplies	\$ 4,735	\$ 1,812	38%
	DEPARTMENT TOTAL	\$ 92,439	\$ 41,024	44%
<b>COLLECTOR</b>				
5100	Personal Services	\$ 127,622	\$ 37,987	30%
5200	Services	\$ 42,000	\$ 14,260	34%
5400	Supplies	\$ 19,000	\$ 2,732	14%
	DEPARTMENT TOTAL	\$ 188,622	\$ 54,979	29%
<b>COMMISSION ON DISABILITIES</b>				
5200	Services	\$ 1,500	\$ 382	25%
<b>DOG OFFICER (in Town Mgr Budget)</b>				
5100	Personal Services	\$ -		
5200	Services	\$ 5,300	\$ 1,925	36%
	DEPARTMENT TOTAL	\$ 5,300	\$ 1,925	36%
<b>ELECTIONS</b>				
5100	Personal Services	\$ 8,250	\$ 519	6%
5200	Services	\$ 7,475	\$ 161	2%
5400	Supplies	\$ 4,100		0%
	DEPARTMENT TOTAL	\$ 19,825	\$ 680	3%

**TOWN OF ACTON**  
**DEPARTMENT OBJECT BUDGET**

<b>SUB ACCT</b>	<b>DESCRIPTION</b>	<b>1998 BUDGET</b>	<b>FY98 Expended</b>	<b>% Expended</b>
<b>ENGINEERING</b>				
5100	Personal Services	\$ 137,547	\$ 65,426	48%
5200	Services	\$ 13,990	\$ 3,266	23%
5400	Supplies	\$ 2,950	\$ 188	6%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 154,487</b>	<b>\$ 68,880</b>	<b>45%</b>
<b>FINANCE DIRECTOR</b>				
5100	Personal Services	\$ 96,280	\$ 15,279	16%
5200	Services	\$ 38,000	\$ 15,391	41%
5400	Supplies	\$ 40,000	\$ 4,315	11%
5600	Intergovernmental	\$ 43,116		0%
5700	Other Appropriations	\$ 2,595,139	\$ 1,533,132	59%
5900	Debt Service	\$ 840,756	\$ 226,307	27%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 3,653,291</b>	<b>\$ 1,759,439</b>	<b>48%</b>
<b>FINANCE COMMITTEE</b>				
5200	Services	\$ 1,000	\$ 435	44%
5700	Other Appropriations	\$ 33,000		0%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 34,000</b>	<b>\$ 435</b>	<b>1%</b>
<b>FIRE</b>				
5100	Personal Services	\$ 2,019,642	\$ 970,204	48%
5200	Services	\$ 30,658	\$ 11,739	38%
5400	Supplies	\$ 62,160	\$ 18,659	30%
5600	Intergovernmental	\$ 1,040		0%
5800	Major Items	\$ 16,000	\$ 7,690	48%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 2,129,500</b>	<b>\$ 1,008,291</b>	<b>47%</b>
<b>HEALTH</b>				
5100	Personal Services	\$ 62,900	\$ 27,941	44%
5200	Services	\$ 31,900	\$ 10,660	33%
5400	Supplies	\$ 760	\$ 98	13%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 95,560</b>	<b>\$ 38,699</b>	<b>40%</b>
<b>HIGHWAY</b>				
5100	Personal Services	\$ 592,864	\$ 250,988	42%
5200	Services	\$ 237,200	\$ 40,846	17%
5400	Supplies	\$ 271,000	\$ 80,498	30%
5700	Other Appropriations	\$ 9,000	\$ 2,561	28%
5800	Major Items	\$ 253,000	\$ 131,184	52%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 1,363,064</b>	<b>\$ 506,077</b>	<b>37%</b>
<b>HISTORICAL COMMISSION</b>				
5400	Supplies	\$ 600	\$ 179	30%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 600</b>	<b>\$ 179</b>	<b>30%</b>
<b>HUMAN RESOURCES</b>				
5100	Personal Services	\$ 82,873	\$ 38,713	47%
5200	Services	\$ 12,200	\$ 2,844	23%
5400	Supplies	\$ 6,000	\$ 1,066	18%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 101,073</b>	<b>\$ 42,622</b>	<b>42%</b>

**TOWN OF ACTON**  
**DEPARTMENT OBJECT BUDGET**

<i>SUB ACCT</i>	<i>DESCRIPTION</i>	<i>1998 BUDGET</i>	<i>FY98 Expended</i>	<i>% Expended</i>
<b>TOWN MANAGER</b>				
5100	Personal Services	\$ 239,470	\$ 111,065	46%
5200	Services	\$ 303,370	\$ 157,763	52%
5400	Supplies	\$ 13,700	\$ 6,982	51%
5800	Major Items	\$ 5,159	\$ 5,159	100%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 561,699</b>	<b>\$ 280,970</b>	<b>50%</b>
<b>MEMORIAL LIBRARY</b>				
5100	Personal Services	\$ 384,315	\$ 185,886	48%
5200	Services	\$ 25,920	\$ 22,938	88%
5400	Supplies	\$ 80,026	\$ 55,575	69%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 490,261</b>	<b>\$ 264,400</b>	<b>54%</b>
<b>MIS</b>				
5200	Services	\$ 149,546	\$ 135,146	90%
5400	Supplies	\$ 20,975	\$ 354	2%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 170,521</b>	<b>\$ 135,500</b>	<b>79%</b>
<b>TOWN MEETING MODERATOR</b>				
5100	Personal Services	\$ 200	\$ -	0%
5400	Supplies	\$ 20	\$ -	0%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 220</b>		<b>0%</b>
<b>MUNICIPAL PROPERTIES</b>				
5100	Personal Services	\$ 316,447	\$ 147,990	47%
5200	Services	\$ 375,940	\$ 147,059	39%
5400	Supplies	\$ 43,000	\$ 15,317	36%
5800	Major Items	\$ 29,500	\$ 9,207	31%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 764,887</b>	<b>\$ 319,573</b>	<b>42%</b>
<b>NATURAL RESOURCES/CEMETERY</b>				
5100	Personal Services	\$ 196,767	\$ 94,316	48%
5200	Services	\$ 2,850	\$ 1,240	44%
5400	Supplies	\$ 17,260	\$ 4,854	28%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 216,877</b>	<b>\$ 100,410</b>	<b>46%</b>
<b>PLANNING BOARD</b>				
5100	Personal Services	\$ 98,703	\$ 47,670	48%
5200	Services	\$ 7,700	\$ 1,725	22%
5400	Supplies	\$ 3,700	\$ 919	25%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 110,103</b>	<b>\$ 50,314</b>	<b>46%</b>
<b>POLICE</b>				
5100	Personal Services	\$ 1,697,010	\$ 780,557	46%
5200	Services	\$ 22,380	\$ 15,296	68%
5400	Supplies	\$ 47,300	\$ 29,198	62%
5800	Major Items	\$ 103,196	\$ 103,196	100%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 1,869,886</b>	<b>\$ 928,247</b>	<b>50%</b>
<b>PUBLIC CELEBRATIONS</b>				
5400	Supplies	\$5,000	\$5,210	104%
	<b>DEPARTMENT TOTAL</b>	<b>\$5,000</b>	<b>\$5,210</b>	<b>104%</b>



**TOWN OF ACTON**  
**DEPARTMENT OBJECT BUDGET**

<i>SUB ACCT</i>	<i>DESCRIPTION</i>	<i>1998 BUDGET</i>	<i>FY98 Expended</i>	<i>% Expended</i>
<b>VETERANS SERVICE</b>				
5100	Personal Services	\$ 2,600	\$ 1,250	48%
5200	Services	\$ 95	\$ 26	27%
5400	Supplies	\$ 200	\$ 35	18%
5700	Other Appropriations	\$ 14,500	\$ 1,272	9%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 17,395</b>	<b>\$ 2,583</b>	<b>15%</b>
<b>WEST ACTON LIBRARY</b>				
5100	Personal Services	\$ 20,894	\$ 8,380	40%
5200	Services	\$ 1,318	\$ 130	10%
5400	Supplies	\$ 5,050	\$ 2,313	46%
	<b>DEPARTMENT TOTAL</b>	<b>\$ 27,262</b>	<b>\$ 10,824</b>	<b>40%</b>
<b>ZONING BOARD OF APPEALS</b>				
5400	Supplies	\$ 300	\$ 240	80%
<b>Subtotal Municipal Government</b>		<b>\$12,572,438</b>	<b>\$5,852,839</b>	<b>47%</b>
<b>Acton Public Schools</b>		<b>\$12,971,018</b>	<b>\$5,263,174</b>	<b>41%</b>
<b>Acton-Boxborough Reg'l Schools</b>		<b>\$10,705,049</b>	<b>\$5,352,465</b>	<b>50%</b>
<b>Minuteman Reg'l School</b>		<b>\$326,278</b>	<b>\$202,695</b>	<b>62%</b>
<b>Subtotal School</b>		<b>\$24,002,345</b>	<b>\$10,818,334</b>	<b>45%</b>
<b>GRAND TOTAL</b>		<b>\$36,574,783</b>	<b>\$16,671,173</b>	<b>46%</b>



# HUMAN SERVICES

## COMMISSION ON DISABILITY (C.O.D.)

1997 was a year of growth for the Acton Commission on Disability. Our membership increased from two to five, with the appointments of three new commission members. Additionally, Garry Rhodes, Building Commissioner was appointed as our town liaison.

The C.O.D. was active this year in reviewing new construction in town as we assisted the Architectural Access Board in their endeavors. Their goal and our goal is to maintain an equal level of accessibility for everyone in Acton (and throughout the state.) This was our focus as we reviewed construction plans for businesses, churches and new housing developments.

The C.O.D. brought our Kids on the Block (K.O.B.) puppets to the Merriam School Cultural Awareness Day, with the help of Annalies Reilly of Boxborough, who has been overseeing the puppets for us. These are almost life-size puppets with disabilities that enlighten children about disability awareness, medical/educational differences and social concerns. At the end of the year, the C.O.D. was pleased to receive a request from Susan Carlson and the Acton schools to train some students to apply puppetry techniques to the puppets. We look forward to the K.O.B. puppets in the schools and the community, raising awareness for us all.

The C.O.D. also sponsored a presentation from Bell Atlantic about their telephone equipment for people with disabilities. The information that almost all individuals in need can receive this equipment free-of-charge was received readily by those in attendance. We intend to repeat this presentation annually.

Finally, the C.O.D. is getting closer to completion of Accessible Acton, a guide to the accessibility of local restaurants. Restaurants in town have been surveyed for their degree of physical accessibility to those with mobility impairments. We will be putting this information into a small booklet to distribute throughout town. We look forward to sharing this resource.

We ended the year on an upbeat note with projects completed and others in progress. We welcome additional members to help us continue to move forward.

Dana Snyder-Grant, Chairperson  
Sheila Kelly, Vice-Chairperson  
Elaine Havas, Secretary  
Kay Dougherty, Treasurer  
Joseph Grandine, Member  
Garry Rhodes, Town Liaison

## COMMUNITY HOUSING CORPORATION

The Acton Community Housing Corporation has completed its initial year as a Acton Town Board. In June of 1996 we were transformed from an independent body to a Town Board as a result of a home rule petition, passed and approved by the State Legislature. The Legislation permits the ACHC to fulfill its mission to increase the supply of affordable housing in the Town subject to the oversight and approval of the Board of Selectmen. The ACHC believes this positive change has been accomplished without disruption and will allow the ACHC to become more integrated with other Town Boards and Departments on an ongoing basis.

The following is a listing of the major activities and efforts undertaken by the ACHC during the calendar 1997 period.

As a result of the changed status we have initiated the legal process of dissolution of our former organization. Final reports have been sent to the State and Federal Governments.

The ACHC has continued to work with the developer of West Side Village. This proposal, located off Sudbury Road in South Acton is designed for sixteen single family homes of which four will be established as affordable units.

The ACHC has worked with two developers who are designing various size, deed restricted Senior Projects. Each of the proposals are in very preliminary stages, but have the potential of providing affordable housing to a sector of our community with a high need.

During the course of the year we discussed and explored various alternatives for the use of the New View dedicated funds. These monies were gifted to the town in 1996 specifically for the promotion of Affordable Housing. No actions were initiated due to the large number of active projects under consideration at this time.

The ACHC has worked with the developer of Bellows Farm as we approach the receipt of the 1st unit of affordable housing in this project. We anticipate the unit will be made available in late spring or early summer of 1998. Much additional work needs to be done with a lottery process, deed restrictions and State application to make this, along with other units associated with this project, become a reality in the coming year.

The ACHC would like to thank the Board of Selectmen, Town staff and the developers for a productive and fruitful year.

Chairman	Kevin McManus
Members	Peter Berry
	Naomi McManus
	Jana Mullin
	Pam Shuttle
Associate Members	Pam Fleetman
	Bob Van Meter

## COUNCIL ON AGING\_\_\_\_\_

The Smith-Cloonan Senior Center, 50 Audubon Drive, is in its fourth year of operation to the public. The center houses the COA office with its administration function and two large rooms for dining and social activities available to the 2,200 citizens, sixty years and older, who reside in the Town. A direct mail newsletter keeps persons notified of pertinent information and COA activities. Day programs developed at the center include exercise, art, crafts, pool, dance, movies, bridge and educational forums.

Some of the COA direct services include home-delivered meals, varied day classes, bus trips to shopping, cultural and recreational events, intake of fuel assistance application, tax assistance, a friendly visitor program, professional speaker presentations, telephone reassurance calls, intervention and advocacy for individuals involved with social agencies, assistance with health insurance forms, emergency transportation on a case-by-case basis, counseling with adult children, loans of some medical/home equipment, maintenance of a collection of printed materials, and scheduling of home visits.

Town elders and handicapped persons have the availability of two door-to-door vans for area transportation for modest fees. The COA schedules the COA van which is a sixteen-passenger, two-wheelchair station vehicle. Funding for the service of this van and the ten-passenger Road Runner is administered by the Lowell Regional Transit Authority using federal, state and town assessments. Some funding for staffing is received through the Executive Office of Elder Affairs. Friends of the Acton COA, Inc. provide substantial on-going program support through generous gifts which are most appreciated by our senior citizens.

The COA has many friends and volunteers in the community without whom services and group social occasions for our elders would not be possible. We thank the Acton Lions Club for their dinner, Theatre III for free dress rehearsals, the Confirmation classes at St. Elizabeth's for dinner, the Salvation Army for Hillcrest Lodge availability, emergency funds, and holiday gift bags, and the Acton Garden Club, Junior Women's and Acton Women's Clubs for programs and foodstuffs. We also thank

Explorer Post 7 and Emergency Management for hours of labor. Finally, we thank our faithful wheel-a-meal drivers, friendly visitors, and all our other program volunteers.

There is an on-going need for volunteers who wish one-on-one contact with elders or who wish to be a stipend teacher for groups at the center. Call the COA office, 264-9643, if you can give a donation of time or skill.

Steve Olesin, Chair	E.Claire Kostro
Royce Christensen	Alice Moroney
Angelene Conn	Roy Trafton
Nancy Gerhardt	Eleanor Voorhies
Charles Jenkins	Jane Olesin, Associate

## HOUSING AUTHORITY\_\_\_\_\_

In 1997 the Acton Housing Authority through a State Modernization Grant Of \$330,00 from the Department of Housing and Community Development began the exterior re-siding of Windsor Green, one of our elderly complexes. The completion of the rehab work is scheduled for mid March of 1998 and once completed will give Windsor Green an updated appearance while preserving the life of the buildings.

Through the dedicated efforts of the Board and Staff and community support we have been able to continue our proactive programs. These programs focus on building self esteem, self-confidence, self-discipline which assist our clients to break the cycle of poverty and gain independence. With local support our Section 8's Family Self Sufficiency (FSS) Program promotes financial independence by coordinating child care, education and vocational training and job placement. The success of our FSS program is largely due to a 12 member program Coordinating Committee of area service providers and educational administrators who with mutual agreement of the 23 FSS participants work with staff to develop individual goals and objectives which lead to independence. Community donations to the Doli Atamian Campership Program provided 42 summer camp and 7 summer school scholarships. United Way's financial support enabled us to continue our successful 6 week Life Skills course, the 6 week Wellness series, the 12 month Parent Aide Mentor Program and the 6 week Women's Depression workshop. During the holidays 62 families, elderly, handicapped were adopted in the community and received a turkey and a gift box, 20 children visited and received a gift from K-Mart's Santa, 80 children were given individual gifts from Children's World and Learning Express.

We would like the residents of Acton to know that the 255 housing units we manage are subsidized by 6 State and 2 Federal contracts. The Authority, though its work benefits the Town, does not receive funds from property tax revenues. All programs and services are offered or funded by volunteers, by local patrons or organizations, or through State and Federal grants.



The Board and staff thank you in the community for your financial assistance, your volunteer efforts, your commitment and dedication in sustaining us in assisting those we house. Your support has enabled us to continue our proactive programs which encourage our families to take charge of their lives and ultimately become self sufficient. Our successes are based on your support.

Thank You,  
 Acton Housing Authority  
 Naomi McManus, Executive Director  
 Tom Dill, Chairman  
 Jean Schoch Vice Chairman  
 Diane Poulos Harpell, Secretary  
 Dean Cavaretta, Treasurer  
 Claire Kostro, State Appointee  
 Family Self Sufficiency Program  
 Coordinating Committee  
 Fran Spayne-FSS Coordinator  
 Kathy Bowen  
 Elaine DeRome  
 Maureen Beauregard  
 Carola Domar  
 Ginny Harris  
 Joan Huber  
 Carol Lake  
 Betty McManus  
 Brenda Mleziva  
 Barbara Smith  
 Linda Mathinos

## PUBLIC HEALTH NURSING SERVICE

The Acton Public Health Nursing Service, a division of the Health Department, provides a variety of services to Acton residents. Public health services include blood pressure and cholesterol screenings, funding for Smoking Cessation classes in the schools, financial support for the Town's new Big Brother - Big Sister Program, and communicable disease follow-up. During the 1997-1998 school year we are administering a Hepatitis B immunization program in conjunction with the Acton Boxborough Schools.

The Nursing Service also provides a full range of home care services to Acton residents, reimbursed by Medicare and other third party payors. These services include Skilled Nursing, Physical Therapy, Occupational Therapy, Speech Therapy, Medical Social Work and Home Health Aides. Referrals for evaluation can be made by individuals, family members or health care providers. If you need home care services after a hospital or nursing home stay, please ask for a referral to us. You may also ask your doctor for a referral, or call us yourself.

Acton is one of several communities in Massachusetts

which have chosen to be delegated by the State Office for Child Care Services to license their own group day care centers, using state criteria. Kathy Mersereau, R.N., Acton Day Care Licenser, is able to closely monitor day care centers for compliance with standards and to respond quickly to problems.

The Nursing Service is fortunate to have the ongoing financial and volunteer support of the Friends of the Acton Service (FANS). In addition to publicizing our activities and services, members assist with flu and podiatry clinics, fund special technical equipment, purchase items for clients, and donate health-related books to the Memorial Library.

The volunteer members of the Professional Advisory continue to advise the Administrator and the Board of Health on policy matters and to participate in Medicare mandated professional review of client medical records.

The Fire Department dispatchers facilitate our communication with our home care clients during evening and weekend hours. We value our close working relationships with Carol Lake and her colleagues at the Council on Aging. We thank these people for their help. The local focus of the Nursing Service makes it possible to provide individualized and coordinated care. It is a privilege to continue the tradition of the Acton Public Health Nursing Service, begun in 1923.

### ACTON PUBLIC STATISTICS HEALTH NURSING SERVICE FISCAL YEAR 1997

#### Home Visits

Registered Nurse	2,534
Home Health Aide	5,035
Physical Therapy	703
Speech Therapy	41
Occupational Therapy	132
Medical Social Work	89

#### Total Home Visits

8,534

#### Health Promotion

Cholesterol tests	158
Lead tests	7
TB (Mantoux) tests	64
Blood pressure checks (at screening clinics)	670
Podiatry visits (at clinics)	242
Office visits	5
Well child visits	24

#### Influenza Vaccine/Fall 1997

1,257

Please call 264-9653 for information concerning any of our services or related issues.

Meg Low, R.N., M.S.  
Administrator

## SEALER OF WEIGHTS AND MEASURES

The Sealer of Weights and Measures annually checks the accuracy of all weighing and measuring devices used by retail and wholesale businesses in the conduct of their trade. This includes scales, gasoline and oil pumps, yard goods and measuring devices, as well as investigating complaints in the sale of cordwood.

Number of devices sealed	gas pumps 182	scales 117
Number adjusted:	gas pumps 10	scales 12
Total revenues collected:		5,481.00

## VETERANS' GRAVES

The following are the name, branch of service, date of death, and location of interment of the eleven known United States veterans interred in the Acton Cemeteries in 1997:

John K. Robblee  
U.S. Army      W.W.II  
Dec. 28, 1996      Mount Hope

Albert M. Coffey, Jr.  
U.S. Army      W.W.II  
March 17, 1997      Woodlawn

Burton Howard Wayne  
U.S. Army      W.W.II  
June 2, 1997      Woodlawn

Raymond Edwin Johnson  
U.S. Navy      W.W.II  
May 20, 1997      Mount Hope

Leo Gerald Howell  
U.S. Navy      Korea  
June 25, 1997      Mount Hope

Francis L. (Guy) Malson  
U.S. Air Force      Korea  
July 1, 1997      Mt. Hope

Walter S. Kett  
U.S. Navy      Woodlawn  
July 1, 1997      Woodlawn

Brone Michael Walunas  
U.S. Navy      W.W.II  
August 4, 1997      Woodlawn

Betty M. Waxman  
U.S. Air Force  
October 2, 1997      Mount Hope.

Donald O. Feltus  
U.S. Army      W.W.II  
November 1, 1997      Mount Hope

William Henry Moody, Jr.  
U.S. Air Force      W.W.II Korea  
November 13, 1997      Woodlawn

Due to a lack of information at the time of interment, the following veteran has not been previously reported:

James H. French, Jr.  
U.S. Army Air Corps      W.W.II  
November 22, 1996      Mount Hope

In preparation for Memorial Day, veteran flag standards, an American flag, and a geranium are placed on the grave of each known U.S. Veteran.

If you know of a veteran whose grave has not been recognized with a flag and flag standard, please call the Cemetery Office at 264-9644 with the applicable information.



# EDUCATION AND LIBRARIES

## ACTON PUBLIC/ACTON-BOXBOROUGH REGIONAL SCHOOLS EDUCATION REPORT

1996-97

### INTRODUCTION

The 1996-97 school year was marked by the continued commitment and generosity of parents and support from the total community. For the second year in a row our budget not only met our basic needs but also funded additional capital improvements in the areas of maintenance and technology. We also were able to secure Town approval for the purchase of a number of modular class-rooms to deal with the major problem we face: the shortage of classroom and school space.

Despite the improvement in our condition, we are still experiencing class sizes which are too large for the educational objectives we have and the directions being established by the Commonwealth. There are programs and activities we would like to offer which we still cannot because of both space and financial limitations. These problems are what led the School Committee to request \$21 million from the Town of Acton for a new four-section school and renovations and additions to the Merriam School.

We continue to deal with the Education Reform Act of 1993 on all the dimensions which have been specified: professional development, recertification, time and learning mandates, common core and curriculum frameworks. This is a challenge which we both appreciate and fear since we cannot necessarily comply with all the regulations but find that the new regulations give us another opportunity to "rethink" ourselves.

Our goals for FY 97 called for us to use the SPED Review report as a tool for determining appropriate changes to the SPED program; to solve the problem created by increasing enrollment and changing educational visions; to use the new staff evaluation process and instruments; to explore learning structures which create school cultures and climates which support the variety of students and student needs we have; and to reflect the needs of students as they prepare for their future.

We have accomplished some parts of each of these goals, although by no means have we been able to take them off the agenda.

Our students, teachers and administrators continue to perform at high levels-academically, athletically, artistically, personally and professionally, and so the Acton Public and Acton-Boxborough School Districts maintain a reputation which attracts people to the communities and to our schools. Both our MEAP and SAT scores remained consistent with our past per-

formance. In fact, our districts were designated Lighthouse Districts by the Commonwealth of Massachusetts for our technology programs.

You will see the details of the variety of our endeavors in this report, which is written by many staff members.

We constantly look at everything we do through the lenses of efficiency, effectiveness, quality and the entrepreneurial spirit. We provide an enormous amount of information to the public (in print, on cable television, and in person). Titles such as *The Lamplighter*, *Interface*, *Interaction*, *Your Schools In Action* should be familiar to the community. We continue to survey parents and the community to maintain our understanding of what the public is thinking about our schools. Publications such as the school district profile and the budget books should make decisions more informed.

We "out-source" when it makes sense, and we provide from within when that is the best solution. We have developed our grant application capacity and are seeing more opportunities and funding from this sector. Sometimes it appears that schools are institutions which do not change, or change only very slowly. As we look at where we are on a continuum of appropriate and manageable evolution, we feel that we have come a long, responsive and appropriate way.

### ENROLLMENT

The elementary enrollment from October 1, 1996 to October 1, 1997 increased from 2,311 to 2,348 (+37). School choice students decreased from 26 to 15 (-11). Kindergarten enrollment decreased from 311 to 295 (-16). The Junior High School enrollment grew from 715 to 737 (+22) with a decrease of 41 (71 to 30) "choice" students. The High School numbers have gone from 1,305 to 1,323 (+18) with 208 "choice" students, down from 217 (-9) a year ago.

### PERSONNEL

Staffing changes for the 1996-97 school year included the June, 1996 retirement of seven Acton Public and four Acton-Boxborough Regional teachers. Leaves of absence for six ABRSD teachers and three APS teachers were granted and five resignations received. The hiring of 26.3 fulltime equivalent new teachers filled those vacancies. "School Choice" moneys in the regional schools helped keep class sizes from increasing at an even greater rate.

One regional and one public teacher began the school year working in private industry as part of the externship program. The teachers who had participated previously have returned to our school with new knowledge and a renewed energy for working with Acton and Acton-Boxborough students.

### PROFESSIONAL DEVELOPMENT

Based on the impetus of Education Reform, we continued our extensive professional development program which was available to all staff. During the year we offered nearly thirty courses and workshops and also many opportunities for our staff to work in study groups. Many of the offerings were centered on four main themes: assessment, diversity and inclusion, instructional practice and technology. The individual courses were seen as strands emanating from these themes.

The Districts have the status of Professional Development Provider, as designated by the Massachusetts Department of Education. As a result courses and workshops which we offer can be used by teachers for the purpose of recertification.

Courses for elementary staff included Integrating Science and Math (Project PALMS), Current Instructional Strategies in Teaching Writing, Step into the Past, The Latest and Best Books, and Searching for Science. At the secondary level, the courses included Writing Across the Curriculum, Junior High Math/Science Course, Learning Styles, and Adolescent Issues. Effective Behavior Management/Discipline for Classrooms and Schools and EnviroNet/Internet were offered to staff, K-12. Several study groups addressed Low-incidence Disabilities and Translating Inclusion into Practice.

We also worked in conjunction with the EDCO Collaborative to offer a number of outstanding professional development opportunities for the staff.

### CURRICULUM DEVELOPMENT

Following are descriptions of the several research and development projects which were underway during the spring and summer of 1997.

- The elementary social studies curriculum revision process continued, with the pulling together of the efforts into a common format between grade levels and the development of lists of up-to-date resource materials and suggested lesson plans and unit outlines.
- McCarthy-Towne staff worked to develop a school-wide process for collecting, evaluating, storing and reporting to parents and teachers at other grade levels the work and progress of students from year to year.
- The elementary Art Department staff met to develop

interdisciplinary units of study which could be used system-wide.

- The junior high Social Studies staff reviewed and updated the curriculum.
- The junior high English staff reevaluated unit materials, searched for new novels and short stories, and made suggestions for interdisciplinary links for each new title.
- The junior high Math Department analyzed and adopted two *Project Transition* replacement units from EDC and EDCO. The 7th-grade curriculum objectives were analyzed, pretests were developed for Pre-Algebra, and the 7th-grade mid-year exam was rewritten to accommodate these changes.
- During 1997-98, junior high Art will be required for both grades 7 and 8. Staff examined what should be taught in a middle school exploratory art class and formulated a new curriculum.
- As the junior high continues to move toward teaming, the Music Enrichment Class was redesigned to fit the needs of the course time frame, materials and subject matter.
- A Transitional Support Services program was developed to meet the needs of incoming freshmen with a history of academic difficulty.
- A web site was created based on the nature trail constructed by the SWET program, as well as a computer-based nature atlas and lessons relating to the nature trail.
- The high school Biology Department
  - ~ developed cooperative learning techniques and project-based activities;
  - ~ revisited the question of animal usage in the biological sciences.
- Computer-driven lab experiments for first-year chemistry students were developed.
- Math staff at the high school
  - ~ developed training materials for the use of TI-92 graphing calculators;
  - ~ explored the capabilities of the Geometers Sketchpad;



~ worked to develop a pre-algebra course, "Foundations for Algebra".

- English staff at the high school reviewed the Frameworks, assessed areas of non-compliance, and made recommendations for curriculum change.
- A semester French class was developed for upper levels which would focus solely on conversation skills, using French videos and reading materials as a springboard.
- The Business Department prepared for the use of new computer software for the accounting curriculum.
- The Music Department developed a new course, Advanced Guitar.
- New units of study were developed for the Photography course being offered at the high school as an advanced and separate course in 1997.

### PUPIL SERVICES

The Acton Public Schools are required by law to provide special education services to identified students with special needs, beginning at age three. One way this occurs is through the Integrated Preschool Program. Given the space constraints within the district, in September, 1996 the Integrated Preschool was relocated to the Blanchard School in Boxborough. In lieu of rent two children with special needs residing in Boxborough were enrolled. This arrangement successfully serves the needs of both school districts.

The Acton Public Schools, in partnership with Littleton and Boxborough, was awarded a Massachusetts Department of Education Community Partnerships grant. Grant moneys are used for staff and parent training, for accreditation programs sponsored by the National Association of Educators of Young Children, and to subsidize child care for working families unable to afford quality child care programs.

The Pupil Services Departments-Counseling, Psychological Services, Nursing, Special Education, and Speech and Language have continued monthly professional study groups for staff. Some of the areas of study include elementary counseling, student college planning, assessment of specific disabilities, curriculum development and state-recommended school health services.

The K-12 counseling, psychological and nursing staff participated in professional development with Catherine Steiner-Adair on working with students who have eating disorders. Catherine Steiner-Adair also presented a ninth-grade student assembly, a teacher training and a parent evening program on

the same topic. This program was funded in part by a health education grant, the junior high school Centered Teacher professional development program, and the PTSO. Also, terms were devised to continue collaboration with Catherine Steiner-Adair through the junior high schools participation in a demonstration research project to be implemented during the 1997-98 school year. All of the staff from the department participated in visits to other school settings to fulfill a department goal to explore other schools counseling, psychological and health services. Surveys were conducted as part of this activity to determine the viability of other schools counseling, psychological and health services.

The junior high psychological services began a new collaboration project with the Eliot Human Services at Emerson Hospital in Concord. The project was funded by a health education grant and provided additional services at the junior high, including a girls group, a group for students whose families were in transition, and parent evening dialogue nights for parents of special education students. As a result of this collaboration project with Eliot Human Services, plans were devised to develop a new 1997-98 junior high school internship program for doctoral students in psychology. The junior high school psychological services also worked with members from the League of Women Voters to explore the possibility of conducting an after-school tutoring program during the 1997-98 school year.

At the high school a part-time counseling position was expanded to a full-time position to help reduce the counselor/student ratio. Plans were devised to begin a new 1997-98 educational transition service (i.e., a mini school team) for incoming 9th graders who are at risk for academic failure. The highly successful School-to-Work Alternative Program continued its second year of helping 11th- and 12th-grade students at risk for school drop out to complete their high school education. The high school counselors continued to conduct a variety of student groups both in the classroom and in small group settings.

The school nurses established collaboration with the Framingham school nurses to work on two identified goals during the 1997-98 school year related to the development of a system-wide disaster plan and establishing and/or updating the technological system in the health offices. The elementary school nurses conducted a Hepatitis B clinic for children, and the regional nurses continued their tobacco awareness program with students who wanted to quit smoking.

### ACTON PUBLIC SCHOOLS

The enrollment in the Acton Public Schools has continued to grow, resulting in crowded instructional conditions in each of the five schools. Class sizes are increasing, and the district has run out of classroom space for all of its present programs. Each elementary school now employs some part-time classroom assistants in an effort to help to reduce the student-teacher ratio.

Modulars were purchased in the summer of 1997 to provide additional classroom spaces for the Douglas, McCarthy Town and Merriam schools. A modular was also purchased by the Community Education Department to house their Extended Day program; this modular building will be placed at the Conant School. In spite of these modulars, most grade 1-6 classes throughout the district are projected to be in excess of the School Committees recommended maximum class-size guidelines in the 1997-98 school year. In some instances the excess enrollment will make it necessary to form multi-aged classes to keep class sizes below thirty.

The five elementary schools Conant, Douglas, Gates, McCarthy-Towne, and Merriam, have experienced similar highlights this past year. Each has the following:

- A School Council, as required by the Educational Reform Act of 1993;
- Vital parent involvement that plays an active role in the life of its school. These parents sponsored numerous assembly programs that enriched their school's cultural and aesthetic life with musicians, storytellers, and other performers. The parents raised funds for school-wide projects; provided volunteers for many in- and out-of-class activities, tasks and services; and staffed the "Safe Arrival" hotlines. The parents also sponsored school newsletters and other activities;
- A number of whole-school events such as an orientation program for kindergarten parents and children as the school year begins, back-to-school-night open houses in the fall, and a Memorial Day Program in the spring;
- Students who use computers and technology in various ways, such as in the writing/composing process, so as to enrich or extend learning experiences in each curricular area to strengthen their learning of concepts and practice of skills;
- A faculty that participated in professional development through one or more of these activities: pursuit of formal course work, involvement in systemwide curriculum and instruction review and improvement projects, participation in the systems Professional Development Day, and attendance at professional conferences and workshops. In addition, many teachers worked with student teachers. Through their actions, the faculty again showed that they are truly committed to the concept of being life-long learners;
- A reception or event to celebrate and honor the parents and volunteers who assisted each school during the school year.

## Professional Development

The 1996-97 system-wide professional development program provided a rich variety of workshops focusing on both curriculum and instruction topics. In addition to the programs described in the published booklet, we received funding from the Digital Equipment Corporation for one workshop, called "I Can See Clearly Now", which supported science instruction. Interested first grade teachers attended a workshop about using a stereo microscope, taught by a Merriam first grade teacher. Participating teachers received a stereoscope for their classroom use.

1996-97 was the first year of our \$45,000 CESAME (Center for the Enhancement of Science and Math Education) implementation grant, supporting a new science program for the Conant and Douglas Schools. New science kits were provided for both schools, and training was provided to any interested Acton teachers. (Science kits for the other interested elementary schools were provided with APS funds.)

Our participation in a statewide science and math reform effort called Project PALMS (Partnerships Advancing Learning in Math and Science) continues. We sent a team of parents, teachers, and Museum staff to a program called "Family Science" which trained us in planning to organizing Family Science Events in the schools. Both Conant and Douglas schools were able to offer Family Science programs last year with the considerable help of parents.

Our collaborative relationship continues with the Science Discovery Museum in Acton. Their education staff provided help to us in two major ways. They offered a professional development course called "Searching For Science" for elementary teachers; they also helped teach follow-up sessions for our new science programs "Floating and Sinking", "Microworlds" and "Chemical Tests".

Through our participation in the EDCO collaborative we have had a number of staff participate in Project Transition, a two-year program which trains teachers in mathematics teaching.

A team of teachers continued their participation in the EnviroNet project, an Internet science curriculum. Summer training and classroom work continue.

## Curriculum Review and Update

**Social Studies:** Summer projects were funded to update the newly-revised social studies program in grades where that work had not yet been completed.

**Science:** A study group was convened to compare our existing science objectives, the objectives of some of our new programs, and the Massachusetts Framework for Science and Technology. Many weaknesses were discovered which will be addressed in 1997-98 school year curriculum review.



Math: Individual schools worked to select new math programs in order to implement the revised Math curriculum objectives.

### **Drug and Alcohol Education Programs**

The DARE program continues in grades four and six with the continued support of the Acton Rotary. Many third-grade classes participate in the B.A.B.E.S. program (Beginning Alcohol (and other drugs) Basic Education Series).

## **ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**

### ***Junior High School***

R. J. Grey opened its doors in September of 1996 to 715 seventh- and eighth-grade students. Seventy-one of these students came from other communities and were participating in the school choice program. This program continues to bring to the school additional revenue which plays a significant role in maintaining class sizes and a broad spectrum of course offerings. This will be the last year that "school choice" students will be accepted at R. J. Grey because of the increasing enrollment of Acton and Boxborough students.

All students take English, social studies, math, science and physical education/ health. The curriculum demonstrates the core values of reading (the English program is literature-based), writing (although skills are primarily taught in English, the other academic subjects have adopted the "Writing Across the Curriculum" approach, which provides students with a more consistent writing approach), math (with the added skill development of reading mathematical language), and our physical (science) and cultural (social studies) world. Most of our students not exempted by an Individual Educational Plan took a world language, with twice as many taking Spanish as French. Students could also choose from elective offerings of art, reading/academic support, band, music theater, materials technology, chorus, basic guitar, keyboarding, and Minuteman Tech Lab.

There was a wide variety of other interesting activities with which students could get involved after school. The interscholastic athletic program included teams in cross country, soccer, field hockey, basketball, softball, track and baseball. All of these teams were supported fully by an activity fee paid by the participants. Students could also participate in a variety of intramurals such as floor hockey, basketball, wrestling, volleyball and tennis. Other extra-curricular activities included an Environmental Club, an Art Club, a Math Club, a Gourmet Club, Jazz Band, a Select Choir, a Chess/Board Games Club, a Yearbook Club, The AB Blueprint (school paper), a school play (On Broadway), the Student Council, and a Photography Club. Students also had the opportunity to work in the Computer Lab every day after school and the Library two afternoons a week.

One of the most important aspects of R. J. Grey is teaming. There were three seventh-grade teams with approximately 100 students and four teachers (English, social studies, math and science) and one team of fifty students and two teachers for these same four subjects. There were two eighth-grade teams, each with slightly over 100 students, and a third team with 150 students. Teachers plan integrated curricular activities which help students see the relationships between the various subjects. Teaming allows teachers to get to know students very well and gives common planning time to support these students. Time is scheduled which allows parents to meet with all team teachers at one time to get the whole picture of their child's progress. Teaming also breaks a big school into smaller units which make the school less intimidating than being one student out of over 700.

There were several groups looking at the future of R. J. Grey. The entire staff as well as subcommittees continued to look at the parts of the program which are highly valued in order to preserve them, and also looked at ways to enhance the learning opportunities of all students. The School Council, consisting of four parents, one community person-at-large, four staff members, two students and the principal, addressed a wide variety of issues and made recommendations to the administration which were very helpful. The Student Council continued to have a strong voice in the continuing development of the school and the overall school climate. R. J. Grey was represented by a P.T.S.O. organization which included grades seven through twelve. Parents were invited to attend monthly morning board meetings with both the RJG and ABRHS principals who presented reports and answered questions. The P.T.S.O. also sponsored evening programs designed to provide parents with information about the schools.

There are significant challenges ahead. The increasing student enrollment will require additional resources and space. Members of the R. J. Grey school community participated on several committees, including the Acton Building Committee which began looking at the space needs of the entire K-12 system. "School Choice" revenue will dry up as seats currently available to students from other communities will be filled by the additional students from Acton and Boxborough. Given the quality of the support by students, staff, parents and community that R. J. Grey has come to enjoy, these challenges will be faced with enthusiasm and a sincere belief that students will continue to have a school in which they can learn, mature and grow, and about which they can continue to be proud.

### ***Senior High School***

The teachers, administrators, students and parents of Acton-Boxborough Regional High School recognize that the value of an individual is greater than the sum total of ones intellectual, physical, artistic or social achievement. Although we are joined by unity of purpose, the success of our collaboration depends upon the commitment of all school community members assuming their respective responsibilities. This demands mutual re-

pect and understanding from all. Consequently, even though our individual goals may differ in content, our motivation is the same-to mold and work in an educational environment which acts for our student body as a microcosm of life-itself not as a rehearsal place, but a stage for growth and development.

**The School Choice Program,** now in its seventh year at ABRHS, involves a total of 220 students from 44 communities. During the 1996-97 school year a total of 38 prospective School Choice families had one or more contacts with the high school for information, visits and/or tours. Thirty-two prospective School Choice students participated in Visitation Days.

**Post Secondary Education:** The ABRHS class of 1997 was comprised of 315 members, 280 (89%) of whom planned to pursue some sort of post-secondary education. Of these, 85% will enroll at four-year schools, while 4% will continue their education at two-year schools, technical schools or prep schools.

**Standardized Test Results:** Average SAT scores for 1997 seniors again exceeded those of state and national populations. This is significant since 98% of A-B students take the SATs, compared to the state average of 80% and the national average of 41%. Our average combined score for the SATs was 1179. In addition, seniors scored an average of 620 on all SAT II subject area tests, which represented a 9-point increase over the previous high scores.

**National Merit Scholarship Corporation:** Fourteen members of the Class of 1997 achieved semi-finalist recognition; 26 others received letters of commendation.

**National Honor Society:** Seventy-one members of the current senior class (24%) distinguished themselves by entrance into the National Honor Society.

**National World Language Honor Societies:** In 1997, 12 ABRHS students distinguished themselves by qualifying for membership in local chapters of the National French and Spanish Honor Societies.

**National, Regional, and State World Language Competitions:** Three ABRHS students-Christina Ramos, Zahra Faridzadeh, and Carla Torrielli, placed nationally in the 1997 National Spanish Examination; ten other students placed statewide. One ABRHS student, Laura Scott, placed nationally in the 1997 National French Contest; seven other students were state finalists.

**The Senior High School Library** is dedicated to providing resources for students and staff on many levels and in many formats. Our collection supports the curriculum and provides for recreational reading as well. The catalog and circulation are fully automated. CD-ROM resources and the Internet are available on four machines; additional machines are available for students to do word processing, graphing and programming home-

work. Some new furniture was added and other furniture rearranged to make the library more user-friendly, as well as allowing two classes to be accommodated at the same time. Emphasis is being placed on the teaching of library/information skills with the cooperation of the classroom teachers.

**Academic Decathlon Team:** In its ninth year of competition, this team of nine regulars and twenty-five alternates placed first in the state in the preliminary, alternate and State final rounds. A total of sixty Massachusetts high schools competed. In April, 1997 ten team members traveled to the national competition in St. George, Utah where they competed against the championship teams from forty other states. The team finished an outstanding fourth place in the nation, and first in the Northeast Region of the country. National medalists were Greta Lin (Speech, Fine Arts, Science, Economics), Jimmy Wu (Math, Economics, 2nd highest overall scorer in the nation and winner of a \$2,000 scholarship), Steve Zammit (Speech), Dawn Perlner (Speech, Essay), Jamie Hufnagel (Interview), and Bruce Maruska (Social Studies). Other team members were Aseem Gandhi and James Blanchette. The team was coached by Niki Veley.

**The Science Team** won the West Suburban League for a third year and came in second at the Massachusetts State Science Olympiad for the fifth consecutive year.

**Mathematics Team:** In the 1996-1997 season the AB team finished third in state-wide competition. Five students were finalists in the state Mathematics Olympiad Exam - Jimmy Wu, James Blanchette, Keith Butler, Brian Sharp, Dawn Perlner. Also, seven students were finalists in the nationally-administered Annual High School Math Exam-Jimmy Wu, Keith Butler, James Blanchette, Andrew Wright, Dawn Perlner, Greta Lin, Ray Perlner.

**The Science Mentoring Program** consisted of eight programs and covered a wide range of topics-from biotechnology to science experiments conducted on the NASA Shuttle. The programs were held in the science lab area of the high school on Tuesday or Wednesday evenings from 6:30 to 8:00 p.m. The schedule for the 1996-97 program was as follows: The February 96 Shuttle Mission (Louise Gentile, Geophysics Directorate, Air Force Phillips Lab, Space Division), I Thought Leprosy Had Vanished from the World (Dr. Graham Gumley, Orthopedic Surgeon, Lahey Clinic, Project Hope), The Physiology and Function of the Brain and Alzheimer's Disease (Dr. James Hamos, UMASS Medical Center), You and Your Allergies (Dr. David Cochrane, Tufts University) and DNA Spooling, Designing and Experiment, DNA Sequencing, and Bacterial Transformation (Dr. Michelle Gaudette, Tufts University).

**The Physical Education Department** continued to offer a variety of individual, dual and group activities which addressed the interest and fitness needs of students. In the Fitness for Living program, all 9th-grade students received one term of resistance training on muscular tone and strength combined with car-



diovascular endurance. Also highlighted was a swimming unit which focused on stroke technique and efficiency with a continued emphasis on cardiovascular development. The students in grades 10-12 were offered an elective program. The Fitness Center has become a popular choice; in fact, according to the senior survey completed by the Class of 1997, the Fitness Center received the highest rating of all elements on the survey.

**Sports:** Participation in the thirty different sports for our high school athletes continued to be very high. In the Fall, Field Hockey, Boys and Girls Soccer, Golf and Volleyball all qualified for post-season tournament play. Boys Soccer and Football were D.C.L. Champions. The Girls Swim Team won its sixth consecutive State Championship. The Football Team made it three invitations in a row to the Division II Super Bowl. During the Winter, many teams had successful seasons and were invited to participate in the M.I.A.A. tournaments. Among this group were the D.C.L. Champion Girls Gymnastics, Boys Swim and Boys Cross Country teams. The Boys Swim team earned a Division I North Sectional title, and Girls Ice Hockey was added to our program as a Varsity sport. In the Spring, our Boys Lacrosse, Girls Softball and Girls Tennis teams all qualified for their individual tournaments. We continue to believe that our Athletic Program reflects positively on our school and on our community.

**Proscenium Circus** had an outstanding year under the direction of advisor Ann Sorvari and assistant Kirk Marshall. Over 100 students participated in a wide variety of plays: the fall play, "Lost in Yonkers", the new Gershwin musical "Crazy for You", and the surreal "A Fable" for the State play. Over 3,000 people were in attendance for the musical, and the State play was one of two plays in the state to represent Massachusetts in the Regional Festival in St. Johnsbury, Vermont. In addition, there was a spring performance of four Student Written Plays and an exceptional Class Plays competition, won by the senior class.

**The School Newspaper:** *The Spectrum* continued to grow as a responsible school community newspaper. Last years "reach out policy" has become a permanent part of the staffs approach to reporting comprehensively, as well as responsibly. The editors consistently sought to report on relevant issues from within and beyond their general area of coverage. Thus, articles focused on subjects near and far; as well as addressing school-related stories, the staff went to the community (*Hole Sale jeans store opens*), to the state (*Learning from U Mass*), to the nation (*Ebonics, teach or toss?*) and to the world (*Bosnian on fire*). *Spectrum* readers got their first glimpse of color last year. Front page color photography has enhanced the papers format, and the editors will attempt to add color to the banner during 98. It became evident that the paper needed a stronger financial base to improve its format and to strengthen the staffs ability to reach out. To this end they investigated various methods of supplementing their revenue and began to build a stronger financial base. Though still recognizing the papers responsibility to local

retailers, the business editor will look to larger, national companies for advertising. The editors also agreed to establish an alliance with a Boston radio station (WFNX) for updated concert and music information as well as merchandise and concert tickets (for raffles and contests). In return, the *Spectrum* will promote the station locally with ads and stories. The new editors are experienced student journalists and have moved into their positions smoothly. They have already demonstrated their ability and willingness to expand the offerings of this accomplished and highly-productive student population.

**The Literary Magazine** produced two issues of student-written pieces and art work of all types. The members all helped in the typing of the issue, as well as the layout and distribution; they have plans to produce three issues next year.

**Student Internship Program:** Twenty-six juniors and seniors participated in the program. Each student was assigned to a staff member within Town Hall or the school system. Several worked with their respective state legislators.

**Harvard Model Congress:** Six juniors-Eric Benson, Emily Curtis-Murphy, Kristina Homoleski, Molly Moore, Elizabeth Olson, and Chris Wurster represented ABRHS at this four-day government simulation. Their participation was generously under-written, in part, by the Acton-Stow League of Women Voters.

**Girls State and Girls Nation:** With the support of the Maynard Emblem Club, Dilek Barlow, Abigail Heaton, and Elizabeth Olson attended the week-long state government simulation held at Mount Holyoke College. Dilek Barlow received the unique honor of being selected from the Massachusetts group to attend Girls Nation in Washington, D.C., during which she met President Clinton.

**Job Shadowing Week:** About 80 students made one-day career exploration visits to a variety of work sites in November as part of this program, co-sponsored by the Counseling Department, the Acton Area Chamber of Commerce and the Acton Rotary Club.

**Senior Community Service Day:** On May 9, the Class of 1997 spent the day working on volunteer projects in and around Acton and Boxborough. Before the seniors began their projects, they were served breakfast at the school by the faculty and administration. This was the third year that the senior class organized a Senior Community Service Day.

**Survey and Research Activities:** In order to gather information to assess school programs and plan improvements, school personnel conducted and analyzed several surveys during the year. Two recent graduating classes and all students new to the school system were surveyed in the fall, and the senior class was surveyed in the spring. Faculty members were also surveyed at the end of the year to provide information that is used to evaluate programs and set priorities.

**Acton-Boxborough Summer Institute:** This was the second year of the Acton-Boxborough Summer Institute, a series of mini-courses offered to students and community members and taught by Acton-Boxborough staff. The program allows students to explore areas of interest and earn credits toward the 990 Learning and Time mandate. The following courses were offered: Experimental Photography, Computer Essentials, Ecology, World Wide Web Publishing, Photoshop, Designing for the Internet, Computer-Aided Graphic Design, Chemistry, and Intro to the College Search.

## THE PERFORMING ARTS K12

The Beginning and Advanced Bands at the elementary level performed very well in their Winter and Spring Concerts. The bands also performed at each school's Memorial Day Assembly, along with songs and poems performed by individual classes.

At the R.J. Grey Junior High School the Band and the Chorus both participated in the Great East Music Festival held at West Springfield High School in June. Each received Gold Medals for their performances. A fine musical presentation of "On Broadway" was put on by the students. We had eighteen students selected to perform in the concert band, orchestra or chorus at the MMEA Northeast Junior District Music Festival held in March.

The Acton-Boxborough Regional High School Marching Band earned a silver medal at the MICA State Finals. The Concert Band commissioned and performed a new composition by Yale University's Dr. Thomas Duffy. The piece was titled "Ghosts of the Minutemen: A Revolutionary Sound Collage" and was an unforgettable experience for audience and performer alike. The Chorus performed in numerous events throughout the community, including West Acton's Oktoberfest, Mt. Calvary's Senior Luncheon, and a visit to the Suburban Manor Nursing Home. Proscenium Circus's presentation of "Crazy for You" continued the fine tradition of outstanding musicals they have performed in past years. In addition, the State play, "A Fable", competed and won right up through the finals of the State meets and was invited to perform in the New England Festival held in Vermont. We had fourteen students selected to perform in the concert band, chorus, jazz band and orchestra at the MMEA Northeast Senior District Music Festival held in January. Seven of these students went on to perform in the All-State Festival, and one went on to All Eastern (all states east of the Mississippi).

## THE VISUAL ARTS, K-12

Acton-Boxborough Regional High School students received ten awards and R. J. Grey Junior High students took seven awards at the state level of the highly-competitive Globe Scholastic Art Awards. Four high school student's work went on to the national-level Scholastics competition, with one student winning a national award. During March, eighteen elementary student's work was exhibited at the "Youth Art Month" Show at

the Worcester Art Museum. The seventeen secondary students who received Scholastic awards and the eighteen elementary students whose work was shown at the Worcester Art Museum were recognized at a special ceremony at a school committee meeting in the spring. Some student work from the "Youth Art Month" Show was chosen by Davis Publications in Worcester for consideration for future publication in art textbooks; two Acton students were among the group whose art work was selected. Acton Public Schools was a test site for elementary art curriculum materials being developed for publication in 1998 by Davis Publications.

At the high school an art teacher and a science teacher collaborated on designing and implementing an art/biology anatomy unit. A Mixed Media class that meets after school was in its second year of implementation and a Computer-Aided Graphic Design class in its third year. Don Verger, founder of the Science and Childrens Discovery Museums, Acton, and Amy Horniak, a Massachusetts College of Art student and 1996 ABRHS graduate, were visiting artists for high school photography classes. A high school art faculty member presented workshops at two conferences outside the district on visual arts and technology. A slide show of student computer-aided graphic design art work was included in both presentations.

Junior high art students visited the high school Mac lab to partner with CAGD high school students for a session on exploring computer-aided graphic design possibilities. Seventh- and eighth-grade students had the opportunity to participate in an after-school art club which met once a week.

Throughout the year student art work was exhibited within the districts' school buildings and in the system-wide gallery at R.J. Grey. Student art work was on display in the community at the Acton Public Library and the West Acton Post Office and appeared regularly in the Lamplighter and various school newsletters. A kindergarten students drawing graced the cover of the Kindergarten Handbook. A grade 3/4 class at Merriam School, with the assistance of the art teacher, had e-mail contact with Colonel Charles Precourt, NASA astronaut and Commander of the STS-84/Atlantis sixth docking mission. They later designed space stations of the future and built them of recycled materials and papier mache.

In February, the Gallery at R.J. Grey housed an exhibit of Visual Arts Department faculty art work. The exhibit consisted of the art staffs' recent work in drawing, painting and photography. There was also a computer-generated component of the exhibit that could be viewed on-line.

## TECHNOLOGY

The schools continue to make rapid progress in the acquisition and implementation of the use of technology throughout the school districts. The network (ABnet), which was installed in the summer of 1995, is now fully implemented. The network was greatly expanded as a result of the acquisition of a large



grant from 3Com Corporation. The Liberty Challenge Grant that was awarded in the spring of 1996 allowed the Districts to augment the network design to incorporate the latest technologies throughout the districts. Boxborough's Blanchard School has also been connected to the network.

Many other grants and school-business partnerships from NEC Corporation, Sun Microsystems, Digital Equipment Corporation, PowerSoft, Simmons College and the State of Massachusetts have enabled the Districts to augment the generous support of the local communities. This support has allowed the Districts to develop a world class technology infra-structure.

The Department of Education of Massachusetts designated the Acton and Acton-Boxborough Regional School Districts as Lighthouse School Districts. This honor was awarded for exemplary use of technology in the schools. Teachers from dozens of communities throughout Massachusetts have visited our schools and taken courses and workshops with the Technology staff in order to help them achieve similar success in their school districts. The staff has also made a number of presentations at state Technology Conferences.

Teachers, students and administrators are regularly using the network for electronic mail, research, collaboration and guided exploration of the vast resources on the World Wide Web. The districts have established their own web site: <http://ab.mec.edu>

The site is continually upgraded and will provide a great deal of valuable information to students, citizens of the communities and other interested parties.

Students are involved in a number of the efforts that have been briefly described above. They are assisting in configuring hardware and software, are helping with the development of WWW pages, and are involved in running a Help Desk where users can turn for help in solving technical problems.

Students are exposed to a wide variety of technologies throughout their school career. They use computers for writing, research, problem-solving, publishing, multimedia, creative endeavors in art and music, and telecommunications. Nine Macintosh computer labs and one PC lab provide students with outstanding facilities to work in large group settings.

Libraries are equipped with computers, CD-ROMs, Laser Disk technology and the network for student research and other curriculum-related work. Many staff members take advantage of these to enhance curriculum presentations.

At the high school level, courses are offered in PASCAL, BASIC and Advanced Programming and Problem-Solving.

A satellite dish on the high school connects all of the schools to the Mass LearnPike, an exciting program run by the

Massachusetts Corporation for Educational Telecommunications (MCET). A wide variety of exciting opportunities in interactive video and distance-learning are available through this system. This programming has also recently been made available to the Cable Television network and is available to cable subscribers in Acton.

## **SUMMER SCHOOL**

The Acton-Boxborough Summer School runs a four-week elementary and six-week secondary program for students of Acton, Boxborough and the surrounding communities. All classes are held at the Acton-Boxborough Regional High School. The program is entirely self-supporting and offers a broad range of courses. While many students take courses for remedial purposes, more than 50% of the classes are elected for enrichment purposes. In 1997, 307 students attended the Summer School; 113 students, or 37% of the enrollment, were from other school districts. The program is headed by director Niki Veley, who oversees a staff of fifteen certified teachers and eight aides.

Courses for K-6 included Reading, Mathematics and Language Arts (Writing Skills). At the 7-12 level, the courses offered were Pre-Algebra, Elementary Algebra I SP, Algebra I CP, Algebra I AE, Geometry SP, Algebra II SP, SAT I and II Math Review, Junior High English, English 9/10, English 11/12, Creative Writing, SAT I and II English Review, Junior High Science, Biology, Earth Science, Chemistry, French I, French II, Spanish I, Spanish II, U. S. History, World History and Physical Education.

## **OFFICE OF DEVELOPMENT**

The Office of Development is now in its third year of providing system-wide service. This office was established in response to the growing need to seek additional funding as a supplement to the appropriated budget. In addition, the Office of Development co-coordinates the activities of the Faculty Externship Program.

The Acton Public and the Acton-Boxborough Regional School Districts, together with their many partners, have been responsible for the creation of highly-entrepreneurial achievements in curriculum and instruction, community education, professional development, services for children with special needs, and transportation of students, to name only a few. They have also established strong and supportive partnerships of trust with the greater learning community-businesses, higher education, social service agencies, museums, chambers of commerce, and other public school districts, as well as parents and students. It is, therefore, a central goal of the Office of Development to create a seamless alliance among the many constituencies in the learning community. In doing so, a new synergy for entrepreneurial excitement and achievement is generated and thus becomes the basis upon which supplemental funding is procured.

**Grantsmanship:** In response to the growing need to seek alternative and supplemental funding, grantsmanship activities continue to grow within the Office of Development and our individual schools. The Assistant Coordinator's responsibilities include the establishment and development of new relationships with individuals, private businesses, foundations and corporations, as well as state and federal government agencies which may become potential sources of supplemental funds.

**Faculty Externship Program:** Since 1989, the Faculty Externship Program has provided a unique and alternative professional development opportunity for teachers and administrators. Teaching professionals in the workplace are discovering not only the basic skills but the thinking skills and personal qualities sought by employers. It is a model for education-business collaboration and winner of the MA Board of Educations Exemplary Partnership Award in 1990. For the 1996-1997 school year, two members of the ABRSD staff worked in challenging assignments at MIT-Lincoln Laboratory and 3Com.

### COMMUNITY EDUCATION

The Community Education office is located in the Merriam School. Its staff organizes, staffs and directs the following programs and activities.

**Day and Evening Classes:** More than 1,000 classes are offered yearly for children, teens and adults. Classes and other programs are listed in INTERACTION, the Community Education catalog which is mailed four times a year to over 20,000 area homes. More than 10,000 persons enroll in classes each year.

**Extended Day Program:** Serving 225 Acton Public School families and 79 Boxborough families, Extended Day offers quality before- and after-school care for children in grades K-6.

**Pre-School Program:** Located at ABRHS, the Community Education Pre-School is the laboratory for the Child Development course at ABRHS. Completely funded and staffed by Community Education, the Child Development/Pre-School course awards 7 1/2 credits towards graduation. Pre-School has a total enrollment of 56 (28 three-year-olds on Tuesday and Thursday; 28 four-year-olds on Monday, Wednesday and Friday).

**Camps:** Summer Day Camp, located at ABRHS, offers three two-week sessions of camp activities to more than 300 children in grades 1-6. Also provided are two Pre-School summer camps for four- and five-year-olds, vacation camps (offering enrichment activities and day care during school vacations), and many short sport camps.

**Youth Basketball League:** Offering 16 weeks of coach-

ing, practice and league play to more than 700 boys and girls in grades 3 and up, the league is staffed with more than 100 paid and volunteer coaches, timers, and referees. Community Education provides NYSCA training and certification to coaches and runs clinics for referees at no charge.

**Driver Education:** Community Education runs a Registry-approved driving school, offering classroom and on-road training to 280 students annually. We also provide an instructor training course.

**Pool & Fieldhouse Programs:** Located at ABRHS, the Pool & Fieldhouse Program consists of weekend family open-swim time and open-gym times for basketball on weeknights and weekends. Also offered in this facility is a full Red Cross Swim Program on Saturdays during the school year and Monday -Friday for eight weeks in the summer, as well as school year and summer swim teams.

Community Education also conducts classes and schedules drop-in times for the public in the new Fitness Center at ABRHS.

**Scheduling of Town and School Fields:** Little League, Pop Warner and Youth Soccer, as well as individuals, businesses and community organizations, receive permits for field use through Community Education. Fees charged are returned to the town and schools for field maintenance.

**Scheduling Use of School Buildings:** All evening and weekend use of the seven school buildings is scheduled through Community Education.

Community Education receives no funding from the School Districts or Town and runs all programs on a self-sustaining basis. Moneys are returned to the following for use of space and equipment-AV, Business Education, Director of Technology, Physical Education Department, Art Department, Home Economics, Facilities, and the Central Office. For more information about Community Education and the programs offered, call 266-2525.

### FACILITIES AND TRANSPORTATION

In addition to normal maintenance procedures, the School Districts have been involved with the installation of modular classrooms at the Conant, Douglas, McCarthy-Towne and Merriam Schools and a modular office at the Junior High. These units are a short-term remedy to deal with overcrowding in these respective schools. The project is scheduled to be completed early in 1998.

Throughout the summer and continuing into the present school year, numerous projects have been completed. At the Douglas School a new freezer was installed and sound proofing of the computer lab was completed. At McCarthy-Towne tem-



porary repairs were completed on the cafeteria window wall, and Merriam had asbestos floor tiles removed from the lobby and gym and new flooring installed.

At the High School all the engineering studies have been completed for the HVAC project. Bids will be received in January, 1998; this project will be completed in August, 1998 for the opening of the school in the fall.

### **ACTON-BOXBOROUGH SPECIAL EDUCATION TRANSPORTATION**

Starting in 1996-97, the Special Education Transportation program was no longer administered by the Acton-Boxborough School District.

### **IN CONCLUSION**

As I have pointed out on several prior occasions, this report demonstrates that the Acton Public Schools and the Acton-Boxborough School District are complex organizations with a dedicated staff, a clear mission and vision, and a practice of constant self-reexamination and implementation of new programs and services as our resources allow. It is our intention to continue to provide the best possible education to the communities and to seek continued financial and moral support for this very important endeavor.

The towns of Acton and Boxborough have a great investment in the schools since the schools serve the communities youth and adult populations through public schooling, Community Education, and as a center for much community activity. That is a win-win situation for both the towns and the schools. We want to keep it that way as we look ahead and move ahead to the future.

Isa Kaftal Zimmerman  
Superintendent of Schools  
on behalf of the School Committees

## **MINUTEMAN SCIENCE-TECHNOLOGY HIGH SCHOOL DISTRICT**

Beginning in September 1997, a group of seven Wayland High School students began spending two hours every morning at Minuteman Tech receiving career training experiences. Two students are taking carpentry, two students are taking electronics and three students are taking computer programming. Following their time at Minuteman, these students return to Wayland High School for their academics. Concord, too, is currently taking advantage of this program, and students from all of the other district high schools are also invited to participate.

The program is being run under the auspices of the School-to-Careers Partnership in which Wayland, Concord and other Minuteman district towns have been participating for the past year. In a time when demands on schools are increasing and resources are diminishing, it is very important that schools find creative ways of working together to provide the broadest and best possible education for their students. The Wayland-Minuteman program provides Wayland students with an opportunity for hands-on learning experiences which were no longer possible after the school closed its industrial arts program for budgetary reasons.

Another example of creative partnerships with district towns is our middle school technical literacy program. With the participating schools paying for the equipment and supplies, Minuteman Tech provides four teachers who work full-time giving hands-on technology education to students at the Acton-Boxborough Junior High and at middle schools in Bolton, Concord, Lancaster, Lexington, Lincoln and Sudbury. This includes an exposure to biotechnology, environmental technology, robotics, telecommunications, microelectronics, mechanics and technology projects.

For other district middle schools, Minuteman sponsors Technology Days during which more than 200 students from district middle schools and their science teachers are invited to spend a day in Minuteman Technology labs doing hands-on activities in robotics, electronics and other technical disciplines. Schools register for the program on a first come, first served basis.

Minuteman service to district middle school students also includes the very popular After School program which provides hands-on career exploration and academic enrichment opportunities on Tuesdays and Thursday afternoons during October and on Monday and Wednesday afternoons during March. The 4:15 to 6:15 program is offered without charge to district 6th, 7th, and 8th graders with transportation provided from district middle schools to Minuteman and return.

These middle school programs are all financed by the Minuteman Tech budget, and each town which participates is assessed on the basis of the number of full-time-equivalent (FTE) students served. This FTE number is computed by dividing the number of students served and the number of hours they are served by the number of hours a full-time daytime student is served. Since service to the part-time "FTE" pupils is paid for by the Minuteman budget, the FTE pupils are included in the count with the regular day pupils in computing Minuteman's expenditure per pupil.

National studies indicate that properly funded vocational programs cost an average of two times as much as non-vocational programs in order to fund safe staffing ratios, properly related academic classes and up-to-date equipment. In addition, it costs more to educate special needs students, and 43% of member town high school students currently attending Minuteman need special education services. This is almost three times higher than the percentage of special education students enrolled in member town high schools and well above the common 30% to 32% in many regional vocational schools.

One of the ways in which Minuteman manages to keep its technical programs up-to-date while surviving fiscal pressures is by the staff working diligently at seeking grants. This is especially important for the higher start-up investments required to begin or to change a technology program, often when enrollment and job opportunities are just beginning.

By working closely with industry, Minuteman focuses on the constant updating needed to prepare students for jobs of tomorrow rather than for jobs of yesterday. This special effort by the staff greatly amplifies the investment from local taxpayers, giving students and their communities a very high return in long-term economic value for each local dollar invested. There is an important relationship here. Strong local investment attracts investments from companies, government and foundations that lead to a high level of quality in career learning. So far during 1997, more than \$1.4 million has been received in grants for program improvements, growth of new science/technology career training and educational support for enrolled students.

Attesting to the quality of the education they are receiving, in 1997 a number of Minuteman Tech students earned state and national recognition.

- Courtney Eckhardt of Arlington received early admission to the Massachusetts Institute of Technology, and Gareth Driver of Arlington entered Harvard University.
- For the eighth time in 9 years, Minuteman Tech students won gold medals in the Commercial Baking competition at the Vocational Industrial Clubs of America (VICA) National Skill Olympics held in Kansas City in June. A Minuteman student also won

a silver medal in the national Robotic Workcell Technology competition. Other Minuteman students also did well in the national competition, placing 5th in the First Aid & CPR competition and 8th in Technical Computer Applications.

- In the Massachusetts state VICA competition, Minuteman Tech students won seven first place medals, six second place medals and four third place medals.
- Competing against 14 other high schools, Minuteman Tech's Math Team placed 3rd in the University of Massachusetts Lowell Challenge '97 competition, held at UMass Lowell in October. The four team members all received \$2000 per year scholarships to UMass Lowell for four years.
- Two Minuteman students were among the 32 first place winners in a field of 260 entered from across the state in the Massachusetts Science Fair at the Massachusetts Institute of Technology in May.
- In a field of 80 students representing 14 schools from New Hampshire, Rhode Island and Massachusetts, Minuteman Tech's Physics Team won first place in the "Great American Dream Machine" design and race at the New England Design Olympics held at Milton Academy in May. For people who like to use the Internet, Minuteman Tech now has its own web site: [www.minuteman.org](http://www.minuteman.org) which is full of basic information about the school and its programs and up-to-date information about special programs and happenings at the school. The school calendar is also included.

During the past year, several members left the School Committee: long-time member Kenneth Whitcomb of Boxborough, Kenneth D. Mullen, Jr. of Needham, Anita M. Ware of Bolton and Liz McNenny of Arlington. The district thanks these people for their service.

Respectfully submitted,  
**THE MINUTEMAN  
 SCIENCE-TECHNOLOGY  
 HIGH SCHOOL COMMITTEE**  
 Acton-Robert Wiltse, Chairperson  
 (term expires 2000)  
 Arlington-Paul Schlichtman  
 (term expires 2000)  
 Belmont-Joseph White (term expires 1998)  
 Bolton-Paul Scheipers (term expires 1999)  
 Boxborough-Donna Corey  
 (term expires 2000)  
 Carlisle-James A. Ford, (term expires 2000)



Concord-John McCarthy  
(term expires 1998)

Dover-Frank Gobbi, Jr. (term expires 1999)

Lancaster-Shawn Winsor

(term expires 2000)

Lexington-Jane Pagett (term expires 1999)

Lincoln-Sally Bobbitt, Secretary

(term expires 1998)

Needham-Jeffrey Stulin (term expires 1998)

Stow-Frances Hyden (term expires 1999)

Sudbury-Glenn L. Noland, Vice-Chairperson

(term expires 1998)

Wayland-Dorothy G. Pesek

(term expires 1999)

Weston-Josef J. Gazzola (term expires 1999)

## ENROLLMENT OCTOBER 1, 1996

TOWN	'00	99	98	97	PG	TOTAL
Acton	4	4	4	2	7	21
Arlington	32	41	26	22	20	141
Belmont	13	7	6	8	12	46
Bolton	6	1	2	-	4	13
Boxborough	1	-	2	2	1	6
Carlisle	-	2	1	1	4	8
Concord	7	6	5	10	6	34
Dover	-	1	-	-	1	2
Lancaster	7	11	2	3	5	28
Lexington	11	9	7	5	19	51
Lincoln	-	-	2	2	2	6
Needham	12	4	11	6	3	36
Stow	9	4	5	11	1	30
Sudbury	6	3	4	6	2	21
Wayland	1	-	2	1	3	7
Weston	1	1	-	-	5	7
Tuition	28	54	51	54	32	219
Choice	104	89	64	33	-	290
TOTAL	242	237	194	166	127	966

## ENROLLMENT OCTOBER 1, 1995

TOWN	99	98	97	96	PG	TOTAL
Acton	7	4	1	9	17	38
Arlington	43	29	28	28	20	148
Belmont	3	6	8	10	7	34
Bolton	1	2	-	1	1	5
Boxborough	-	2	2	3	1	8
Carlisle	2	1	1	-	3	7
Concord	4	6	9	3	8	30
Dover	1	-	-	-	2	3
Lancaster	11	3	6	2	3	25
Lexington	5	7	6	7	8	33
Lincoln	-	2	2	1	2	7
Needham	4	12	6	7	5	34
Stow	3	4	11	3	3	24
Sudbury	3	5	6	4	5	23
Wayland	2	3	2	3	4	14
Weston	1	-	-	1	-	2
Tuition	137	118	94	72	49	470
TOTAL	227	204	182	154	138	905

## ENROLLMENT OCTOBER 1, 1997

TOWN	'01	'00	99	98	PG	TOTAL
Acton	7	4	3	3	7	24
Arlington	32	28	34	27	27	148
Belmont	15	14	5	2	4	40
Bolton	4	4	2	3	2	15
Boxborough	3	1	-	2	3	9
Carlisle	2	-	2	1	2	7
Concord*	3	6	4	5	2	20
Dover	-	-	1	-	-	1
Lancaster	9	6	10	2	6	33
Lexington	10	9	9	6	8	42
Lincoln	3	-	-	2	-	5
Needham	5	9	2	10	3	29
Stow	9	5	3	5	4	26
Sudbury	6	4	4	3	6	23
Wayland*	3	3	3	5	2	16
Weston	-	1	1	-	1	3
Tuition	29	64	52	49	30	224
Choice	87	59	72	50	-	268
TOTAL	227	217	207	175	107	933

\*NOTE: 1 Concord student and 7 Wayland students are 1/3 time students

# MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL

## DISTRICT OPERATING FUND

### COMPARISON OF BUDGET TO ACTUAL FOR THE MONTH ENDED JUNE 30, 1997 (UNAUDITED)

REVENUES	FY96 ACTUAL	FY97 BUDGET	ACTUAL/ ENCUMBERED	TRANSFER/ RECEIPTS	AVAILABLE
ASSESSMENTS	6,587,217	6,363,861	6,363,861	0	0
CHAP 70	2,122,634	2,154,078	2,152,078	0	0
CHOICE 95	520,928	0	0	0	0
TRANS CH 71	434,565	454,970	454,970	0	0
CHOICE 96	5,081	1,121,684	1,121,684	0	0
OTHER	189,617	159,720	159,720	0	0
APP SUR	431,649	157,440	157,440	0	0
TUITION	1,193,517	1,448,818	1,448,818	0	0
TOTAL	11,485,208	11,858,571	11,858,571	0	0
<b>EXPENSES</b>					
BLDG TRADES	88,804	98,455	88,463	781	10,773
COMM SERV	16,392	17,140	14,827	-150	2,163
ELECTRONICS	29,004	34,972	45,560	1,150	-6,438
GRAPHICS	77,163	89,992	82,781	10,015	17,226
HEALTH INSTR	30,218	28,425	26,936	-100	1,389
METAL FAB	39,811	32,712	39,315	0	-6,603
POWER MECH	14,148	17,285	17,267	100	118
TECHN	69,159	75,293	76,182	-470	-1,359
AFT PROGRAM	10,395	11,870	14,912	1,417	-1,625
REG OCCUP	3,361	4,930	111,521	107,970	1,379
SPEC TRADES	5,058	26,305	23,332	-534	2,439
ROTC	2,909	3,140	2,874	0	266
COMMUN	19,701	26,442	26,184	500	758
HUMAN REL	12,539	18,550	18,586	0	-36
MATH	33,451	38,860	33,834	-4,617	409
SCIENCE	65,589	68,800	64,965	0	3,835
PHYS EDUC	7,392	9,500	6,247	-50	3,203
ATHLETICS	82,604	101,270	89,732	1,170	12,708
BUS INSTR	3,604	4,588	3,470	0	1,118
FOR LANGUAGE	7,497	18,450	17,994	0	456
ART	8,761	12,000	11,071	0	929
MUSIC	386	420	900	0	-480
DRIVER ED	185	0	0	0	0
INSTRU RES	61,764	59,355	54,729	1,494	6,120
PUPIL SUPPORT	34,098	42,072	40,379	-134	1,559
PRINCIPAL	91,825	90,285	95,275	4,992	2
VOC CO-ORDN	8,400	7,465	8,472	797	-210
COMPUTER SERV	34,009	87,785	75,416	0	12,369
DEAN	3,081	3,800	3,510	70	360
DIST PROG	16,308	28,220	32,119	120	-3779
LEGAL FEES	25,500	25,000	40,637	0	-15,637
AUDIT FEES	28,500	29,500	29,500	0	0
SUPERINT	3,941	3,149	3,034	0	115

EXPENSES	FY96 ACTUAL	FY97 BUDGET	ACTUAL/ ENCUMBERED	TRANSFER/ RECEIPTS	AVAILABLE
PLANN/ACAD	47,624	47,000	51,763	80	-4683
BUSINESS OFF	12,633	18,150	16,850	20	1,320
RISK INS	106,545	121,600	117,880	0	3,720
RET/EMPL BNFT	1,128,156	1,118,698	892,503	37,612	263,807
TRANSP	723,871	674,517	841,729	0	-167,212
CAFE	7,787	8,750	8,400	0	350
OPER & MAN	891,511	817,700	836,273	6,863	-11,710
EQUIP PUR	278,067	209,877	207,393	0	2,484
DEBT MANG	0	0	0	0	0
SALARIES	7,403,248	7,726,249	7,767,057	68,766	27,958
TOTAL	11,534,999	11,858,571	11,936,872	237,862	159,561
EXCESS REV	-49,791	0	-78,301	237,862	159,561

## ACTON MEMORIAL LIBRARY

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This was another year full of accomplishments for the Acton Memorial Library, as we moved closer toward the vision of a completely renovated and expanded facility next to Town Hall. Thanks to continued community support, responsible guidance by Town Boards and officials, and the teamwork of Acton Memorial Library Trustees and staff, all the 1997 expansion milestones were completed on schedule.

In the prior year, the focus had been on gaining consensus for expansion in the face rapidly growing circulation. Today, while the Library has one of the highest book borrowing rates in the State, its collection is considerably smaller than those of comparable towns. In both the 1996 Town Meeting and subsequent override vote in May 1996, Acton voters unequivocally affirmed their support for an expanded library and approved the full \$6.3 million requested for the project budget.

In September 1996, the anticipated outlay of Town Funds was considerably reduced when the State Board of Library Commissioners announced that Acton was among the big winners of that year's construction assistance grants. Competition for the final 1996 round of library construction money was very intense. For the \$23.5 million funds available, cities and towns throughout the Commonwealth submitted 92 grant requests totaling over \$90 million. In this highly competitive field, Acton was awarded a grant of \$2 million, the maximum allowed for a project of our scope. The Town's consistent record of library support, a solid expansion design, and detailed homework by the staff had paid off. Also, unlike other state construction grants, these funds are given on "as you go" basis and not after construction is complete.

When 1997 arrived, everyone was thus ready and eager to move into the "bricks and mortar" phase to realize the designs prepared by Anthony Tappe and Associates. Throughout an extensive period of public comment in 1995 and 1996, Tappe's designs for the Acton Memorial Library have met with enthusiastic approval from all quarters of the community. The Romanesque character of the original 1890 building will be maintained and amplified throughout the entire new structure. At the same time, the highly functional open spaces and basic structure of the 1966 expansion are preserved and very effectively re-used. The expansion project also addresses Town Center needs with the inclusion of new public meeting and parking spaces. The work of this highly professional firm, the leader in New England library renovation, has met every expectation. The Acton Historic District Commission, which is charged with ensuring the character of the Town Center is maintained, also endorsed the plans. After a series of meetings in early 1997 in which visually important details such as the roof texture were decided, the Commission granted a Certificate of Appropriateness in March, clearing the way for the release of the construction bid package.

Because of the recent strength of the local economy, the seven bids received in early May came in higher than originally anticipated. There is now plenty of construction work around and prices are rising. Nevertheless, project contingencies were sufficient to cover the difference. So on May 15 a contract for \$4.7 million was signed with an extremely reputable and competent firm, the Zambernardi Construction Company of North Andover, Mass. This company had just finished a Concord elementary school and came highly recommended. We are also pleased that the owner, Mr. Zambernardi, is on the job site almost every day. You can also find Mr. Joseph Cosenza, our capable Clerk of the Works there as well. Despite difficult and unanticipated problems with the ledge underlying the new addition, the crew remains on schedule for a November, 1998 completion.

When construction began, the library operations were moved to the former Acton True Value store at 222 Main Street. The logistics of this move were daunting. But staffers Ellen Clark and Gloria McGuinness had been working on a detailed plan to move to this smaller site since the previous fall. Support from the community and Town departments was simply exceptional, and the entire operation came off without a hitch. The Engineering and Municipal Properties departments worked hard and long hours to transform the former hardware store into a decent library location. A group of high school seniors, the Lacrosse team, and other citizen volunteers cheerfully pitched on many tasks. The contractor, Rainbow Movers, was on top of every detail.

Moving to new quarters prompted a review of items stored in the archive collection. Library Trustee Frank Joyner headed a committee to evaluate de-accessioning selected items. Some were given to appropriate Town organizations, like the Acton Historical Society, and others were sold in July by Skinner Auctioneers. Perhaps the most satisfying resolution was reserved for the Revolutionary War artifacts, including Isaac Davis' sword. These treasures have been temporarily loaned to the National Park Service and now are on exhibit at the North Bridge visitor's Center in Concord. They were presented to the Park Service in a special April 19th ceremony by Ray Shamel, the most senior Trustee and one of the founders of Acton's renowned Minuteman company.

There was occasion for several other ceremonies in 1997. For the May move, a "Book It" brigade led a parade down Main Street to symbolically open the new location. This was followed by a well-attended Groundbreaking celebration on June 14th. The Events Committee, chaired by Trustee Frank Joyner, also organized additional occasions so even more townspeople could get involved. Hundreds took advantage of two mid-summer opportunities to sign their names to exposed concrete pillars. West Acton's Oktoberfest included a complete display of library plans. Finally, on a cold New Year's Eve, hardy souls who ventured near the construction location were able to achieve a sort of immortality by signing one of the main structural beams.



Although the expansion plans were a major focus this year, the everyday services provided by the Library continued to receive attention. The Children's Department hosted over 140 programs for young patrons and their parents. Orientation programs for preschool and local teachers were expanded and regular series of meetings with the School Librarians was continued, identifying further opportunities for school-library cooperation. Contrary to expectations, circulation at the new, smaller location continued to increase past the 300,000 mark, though not at the same pace of the 1996 calendar year increase of 9 per cent. The Reference Department fielded close to a thousand questions a month, while continuing to upgrade and integrate the use of electronic resources with traditional print media.

Acton is a long time member of the Minuteman Library Network (MLN), a consortium of 37 Town and various academic libraries in our region. We are fortunate to be in the Minuteman Network's region as it has consistently led the field in introducing capabilities like on-line viewing and renewal of items checked out. Several other neighboring cities and towns recognized the excellence of the Minuteman Network and elected to join this past year. With the addition of Brookline, Cambridge, Lexington, and Newton, the network now includes 64 locations and 5.2 million items. All of these can be ordered and delivered, if you wish, directly to our Library.

Many community organizations chipped in this year to help the Memorial Library. Citizen generosity also sustained the annual Holiday Gift Program, in which 98 new titles were donated by local families and community groups. The Museum Card Program continued to make available free passes to ten local institutions. Sponsors in 1997 included the Acton Garden Club, the Acton-Boxborough Junior Women's Club, the Friends of the Acton Libraries, the Acton Women's Club, and Roche Brothers Supermarkets. The Library also received two Arthur Davis paintings, sketches and a bound sketchbook from the estate of Harlan Tuttle, through the generosity of his daughter, Pauline Rice. Mr. Davis, the librarian here for over forty years earlier in this century, was a highly accomplished artist who captured better than any other the unhurried, rural character of the Acton of his time.

Longtime former Trustee Mr. Joseph Grandine established a new library trust fund in memory of his wife Florence, who passed away this year. She was a longtime Acton resident, avid reader, and frequent volunteer. With the Florence R. Grandine Fund, there are now a dozen different funds dedicated to helping the Library. These funds are all managed centrally by the Town and proceeds are available for books and other library related purposes. The Acton Memorial Library Foundation, a separate non-profit, charitable organization, whose purpose is to support library operations sponsored Sunday openings from October to early June. This year the Foundation established its most ambitious program yet, a major drive for a \$500,000 endowment fund. The interest from the fund would be used for a variety of library services. In December, the Foundation sponsored an elegant event for potential donors at Lincoln's splendid De Cordova Art Museum.

The Friends of the Acton Libraries had another solid year. The June book sale, held on the same Saturday, June 14th, as the groundbreaking, netted over \$6,000 to benefit all Acton Libraries. November's "Gently Used Book Sale", in the Town Hall foyer, shattered all previous records for this event as over \$1,800 was taken in. The Friends employ the funds for diverse library related purposes, from book purchases to underwriting "rent-a-book" programs. This year the Friends produced the popular "Book It Brigade" buttons, just one of their many contributions to the expansion effort.

The library community was saddened by the passing of one of its most dedicated staff members, Miss Judy Donald. Judy was a familiar figure to all who frequented the Library. For the past 12 years she served as a page shelving books, magazines and audio-visual items. The Library was closed the morning of her funeral to allow the staff to pay their respects to this special person, who bore her challenges with such grace.

Loretta Roscoe was not able to run for re-election as Trustee, although she will be continuing on the Acton Memorial Library Foundation Board. Loretta was a solid performer, universally respected by all who worked with her. In Loretta's absence, David Barrat, an attorney from West Acton, chose to run and was elected. David has stepped right into the position, representing the library at the Acton 2001 and West Acton Citizens' Library Trustees' meetings.

We are all genuinely appreciative of the support and understanding our remarkable community has shown these past few years as we look toward moving into a completely renovated building that will serve our community for many, many years to come. Thank you for making this possible.

Board of Trustees  
Robert V. Ferrara, President  
Henry Hogan III, Vice-President  
David Didriksen, Secretary  
Dennis Ahern  
David Barrat  
Ann Chang  
Brewster Conant  
Frank Joyner  
Raymond Shamel

## WEST ACTON CITIZEN'S LIBRARY

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The West Acton Citizens' Library is Acton's first and oldest free Public Library. The Citizens' library has been a tradition of the town since 1883. The "little library by the railroad tracks" has been a haven for young and old alike. There are many town residents who read their first book in this quaint facility.

The children of Acton are well served at the West Acton Citizens' Library. Tot Time, a creative children's story session, where children have fun and are also introduced to the Library in an exciting, interesting manner, is so successful that Annette Lochrie, the teacher, had to expand the number of sessions. Tot Time is sponsored by the Auxiliary of the Library.

The Library continues a very active Outreach Program to Suburban Manor Nursing Home and to Windsor Green. This program also includes free delivery of reading materials to household patrons.

The Citizens' Library is pleased to offer to the community the following passes:

The Discovery Museums, Acton  
Fruitland Museums, Harvard, MA  
Orchard House, Concord, MA  
New England Science Center, Worcester

The Auxiliary of the Library, as well as sponsoring Tot Time, also holds the annual May Fair which is a day of fundraising and entertainment. The annual Fair offers a varied selection of antiques, plants, toys, white elephants and food as well as books. This year's May Fair was the most successful ever. The Auxiliary provides funds to buy books, tapes, and equipment for the Library.

The Citizens' Library participated in the Annual West Acton Oktoberfest and is grateful to have been selected as one of the charities to benefit from this popular event.

The West Acton Citizens' Library wishes to recognize and give thanks to long-time patrons, Mr. Charles George and Mr. Tom Heaney, who constructed new custom-fitted bookcases in several different areas of the Library. Through their efforts the library can show and offer more books for circulation to patrons and continue to purchase new books including New York Times best sellers for both adults and children. The Citizens' Library also thanks the United Way Volunteers and Girl Scouts who worked on Library grounds mulching flower beds and planting bulbs as well as the Boy Scouts of Troop 32 for their help at the annual May Fair.

A special thank-you from the heart of the "little library by

the railroad tracks" to the Auxiliary and to all the volunteers and staff who so generously give their time, talents and spirit.

The Citizens' Library is a unique institution in Acton serving with dedication and zeal. With the continued help of all the citizens of Acton, the Library will grow and prosper.

Trustees: Robert Loomis, Chair  
Madeleine Kaduboski, Publicity  
Virginia Rhude, Secretary

Librarian: Regina Tischler



## CULTURAL AND HISTORICAL ACTIVITIES

### ACTON/BOXBOROUGH CULTURAL COUNCIL

At its November 10, 1997 meeting, the Acton/Boxborough Cultural Council unanimously voted to grant its allocation from the Massachusetts Cultural Council (MCC), unclaimed grant funds from previous cycles, interest monies, and a portion of monies received from the Town of Acton (\$2,050) for a total of \$19,415. Thirty-nine of fifty-six applications were recommended to the MCC for full or partial funding. These grants will help fund arts related programs in the schools, and organizations and individuals offering cultural events and activities accessible to our community. Some of this years grant recipients were the local elementary schools, the high school, the Acton Memorial Library and the Albert J. Sargent Memorial Library for memberships to the Children's Hands-On-Art Museum, Commonwealth Civic Ballet, Acton Community Chorus, and a six-part local author series.

The local author series, a council-initiated project, was kicked off with a December 6, 1997 reading by fantasy writer Kenneth Wisman, a Boxborough resident. The five remaining authors are scheduled to appear at locations in Acton and Boxborough throughout the winter and spring of 1998.

The ABCC devoted a significant amount of time and effort during 1997 to its second environmental sculpture exhibit entitled: Common Ground: A Dialogue Between Art and Nature. The show featured twenty temporary site-specific sculptures created by New England artists and received extensive, favorable coverage in local and regional media. We estimate that 4,000-5,000 visitors came to the show from August 18 through November 16, 1997. The cost of this project was approximately \$10,000 (\$2,000 from the MCC, \$4,000 from the LEF Foundation, \$1,000 from the Town of Acton, and the remainder coming from donations from the general public and local businesses).

During 1997 the ABCC continued its efforts to raise monies above and beyond its annual state allocation and was duly given both an FY98 Matching Incentive Award of \$8,808 in addition to its FY98 Allocation of \$9,576 by the MCC. At its April 1997 Town Meeting, the Town of Acton approved an allocation of \$5,000 for ongoing expenses of the ABCC (Article 42). At the time of this report, efforts are underway to apply for regular funding from both the Town of Acton and the Town of Boxborough.

On March 27, 1997 the ABCC held its annual community input meeting. Members of the community discussed cultural and community needs and the opportunity presented by the possibility of receiving more funding than usual for FY98 due to the MCC's Matching Incentive Program. Discussion touched on arts programming for the North Acton Recreational Area, community concerts and seasonal events such as fall or winter festivals.

During 1997 the ABCC continued to receive accolades for its efforts on behalf of the community. On April 9, 1997 the MCC presented the ABCC with an award for "outstanding service to its community and for contributing to the cultural vitality of Massachusetts". On September 14, 1997 the ABCC received recognition from the House of Representatives of the Commonwealth of Massachusetts for its "second successful environmental sculpture exhibit and the many contributions of the council to enhancing appreciation of the arts in Acton and Boxborough".

In summary, 1997 has been another year of tremendous growth in the activities and commitment of the Acton/Boxborough Cultural Council. We continue with our mission to promote excellence, access, education and diversity in the arts in order to improve the quality of life for the residents of Acton and Boxborough.

Acton	Boxborough
Catherine Coleman	Catherine Christensen, Chair
Jo Goldman	Susan Doherty
Kay Hartung	Carol Geist
Susan Richmond, Vice Chair	Lynn Horsky
Noreen Rowe	
Jennifer Sullivan	

\$5,000 in Acton Town money is being spent as follows:

\$1,000	Environmental Sculpture Exhibit - Common Ground: A Dialogue Between Art and Nature
\$1,200	Stained Glass Installation at renovated Acton Memorial Library
\$500	New England Folk Music Concert (Yankee Notions) at Acton Arboretum - July 30, 1998
\$350	Interactive storytelling sponsored by MOSAICA - early Spring 1998
\$3,050	total allocated as of 12/31/97
\$1,950	remaining to be used in 1998

### HISTORIC DISTRICT COMMISSION

1997 was a year of two major changes in Acton's Historic Districts, one completed, and one begun. South Acton saw the opening of the new Route 27 bridge over the railroad, built by the Massachusetts Highway Department with a granite-faced parapet and period reproduction lampposts. In Acton Center, construction of the large rear addition to the Memorial Library was underway by the summer. As in past years, most of the changes to district properties consisted of minor alterations such

as window, roofing, and gutter replacement, new signs, fencing, and exterior light fixtures. In all, the commission received 33 applications for certificates, 26 Certificates of Appropriateness, 15 Certificates of Non-applicability, and one Certificate of Hardship were issued. This year, the Commission also published a fifteen-page set of Design Guidelines, intended to assist property owners in planning work in the districts. Copies are available on request.

Thomas Peterman, Chair  
Anne Forbes, Vice-chair  
Michaela Moran, Secretary  
Donna deBoever  
Ken Guditz (alternate)  
Robert McCall  
Sandra Schmidt  
Peggy Wargelin (alternate)

**HISTORICAL COMMISSION\_\_\_\_\_**

The Acton Historical Commission was established for the preservation, protection, and development of the historical and archeological assets of the town. Our most important goal is the preservation of Acton's historic places. To that end the Cultural Resource List was developed and research is ongoing. The list is on file at the Acton Memorial Library.

- In 1997 the Commission reviewed and advised on site plans for many proposed subdivisions. Site visits were made in several cases.

Demolition Permits were granted on the following properties after inspections revealed no historic value:

- a house at #86 Charter Road
- a barn converted to a house at 342 Massachusetts Ave.

In 1992 a demolition permit was requested for #103 Great Rd., known as the Daniel Wetherbee House. The Commission denied the request on the basis of historical and architectural significance. In 1994 the house was listed on the Most Endangered Historic Resources List. In 1997 it was moved back from the road on the same property and is being restored. It will be used as commercial or retail space. Given new life it will grace Acton for years to come.

- Commission members attended conferences and workshops of the Massachusetts Historic Commission and Historic Massachusetts including a presentation on Zoning Laws and preservation.
- Work commenced on a National Register nomination.
- A narrative was prepared highlighting a slide presentation of Historic Acton to be shown to new Acton school teachers.

We regret that Acton is losing so much open space, woods and farmland to subdivisions and business growth. A letter from a citizen expressed similar concerns for Acton's future, noting that the addition of each house brought additional overcrowding of schools and streets. Her thoughts included the possibility of stricter building codes, zoning laws, and larger lot sizes. We hope she will persist and that we will all become more aware of these problems.

Victoria Beyer, Chair  
David Harris, Clerk  
Anita Dodson  
Peter Grover  
William Klauer  
Gia Gagnon, Associate

**CELEBRATIONS & CEREMONIES  
COMMITTEE 1997\_\_\_\_\_**

In 1997 Acton citizens observed Patriots Day, Memorial Day, Independence Day and Veteran's Day. The above events are brought about through the efforts of individual volunteers and civic minded groups who feel it is important to not forget the heritage and history that formed our land. One of those groups, the Acton Minutemen, have represented us, the Town of Acton, without reward and due recognition since 1963 when by proclamation of the Acton Selectmen on January 29th, 1963 the Minutemen were reactivated and began the annual march retracing the historic trail in April of that year. To the Acton Minutemen we say Thank You!

**Firework Fund:**

The following is an accounting of the firework fund expenditures and on-hand balance.

Balance held in Selectmen's Gift Account	\$1,353.92
Monies Collected 7/4/97	\$3,835.58
Lions Club Donation	\$1,000.00
Total	\$6,189.50
Cost of Firwork Display	\$5,000.00
Balance on Hand for 1998	\$1,189.50

With the remaining balance of \$1,189.50 for the 1998 celebration and the fact 1997 collections and donations did not cover the costs for the firework display in 1997, it is possible Acton will not have a 4th celebration in 1998.

The Celebrations and Ceremonies Committee needs your help in the planning and execution of the events that recognize our history...Please offer your help...you will enjoy the personal satisfaction gained...Also a big THANK YOU!!! for all those who offered their time and talents in the past year.

Respectfully Submitted,  
  
Paul T. Hoff, Chairman



# COMMUNITY DEVELOPMENT

## CABLE ADVISORY COMMITTEE

In 1997, the Cable Television Advisory Committee continued its work as a consumer advocate and made progress on the process for renewal of the Cablevision license. We processed several consumer complaints and obtained assistance for consumers in reaching resolution of installation and service problems with Cablevision when possible under the terms of the license.

The current license expires in June 1998, and must be renewed before then. Drafting a Request for Proposal to Cablevision profiling the needs of the Town was the primary work of the committee during 1997. We do not, under current law, have the option of refusing to renew the license or to seek another cable company, but we do have the ability to negotiate terms of the new license that are beneficial to the town. This will be our primary task during the first half of 1998.

The Committee meets on the third Tuesday of each month, and would welcome several new members to assist us with our work this year. If you are interested, please contact the Volunteer Coordinating Committee.

John Covert, Chairman  
Terra Friedrichs  
Laura Hirsch  
Richard Schroder  
Peter Robinson  
Scott Wieder, Clerk

## FENCE VIEWER

The duties of the fence viewer are contained in Massachusetts General Laws, Chapter 49, Section 1-20, inclusive. This law pertains to the need for partition fences on property lines of adjoining improved parcels of land used for agricultural purposes (primarily the keeping of livestock). The appointed fence viewer for the Town reports no activity in such partition fences for the year 1997.

Although this is now an archaic position, several general questions concerning fences are answered each year. Landowners, when erecting fences, should keep the following facts in mind:

1. Section 5.3.1 of the Town's Zoning Bylaw limits the height of walls and fences in yard setback areas to no more than eight feet.

2. Massachusetts General Law, Chapter 49, Section 21, determines when certain fences may be deemed a private nuisance and should be consulted when there is a question concerning a spite fence.
3. Section E39 of the Town Bylaws provides that when erecting a fence fronting on a public way the fence should not encroach within the public right of way without a written license from the Board of Selectmen. Assistance in determining the location of this right-of-way line is generally available from the Acton Engineering Department.
4. The installation of a fence does not generally require a building permit; however, erecting a fence in a Local Historic District will usually require a Certificate of Appropriateness from the Acton Historic District Commission.

I can be reached during the day at 264-9628.

David F. Abbt, P.L.S.  
Fence Viewer

## HANSCOM FIELD ADVISORY COMMISSION (HFAC)

The HFAC was created by an Act of the State Legislature in 1980, and consists of members of the abutting Towns, other affected towns (Acton is in this category), Massport, associated Federal agencies, business interests at the airport, and various other organizations and citizen groups with an interest. The minutes and membership list are on file at the Acton library.

The following statistics reflect flight activity and noise complaint comparisons between 1996 and 1997. All noise monitors were in operation for the full year, though it should be pointed out that they also register natural noise such as birds and crickets which may land on the monitor. No unusual noise events were detected during the year. The 1996 Noise Report and monthly 1997 Noise Reports are on file in the Acton library.

Year	Flight Operations	Night Operations	Avg. Noise Level	Noise Complaints
1996	179,497	1,159	111.6 dB EXP	1,239
1997	188,088	1,488	111.7 dB EXP	2520

The Hanscom Field operating deficit experienced in 1995 and 1996 continued in 1997. The attempt by Massport at the end of 1995 to seek to privatize the field operation was met by opposition from the area towns in 1996. Massport has begun consideration of alternative concepts to develop an additional commercial enterprise on the Hanscom property. Massport is considering a golf course, office complex, or a hotel/convention center.

The Hanscom Area Towns Selectmen Committee (HATS), which is a Growth and Development Policy Committee, performed a Hanscom Master Plan study. The purpose of this study was to develop "... the most appropriate organizational structure and implementation strategies for carrying out the Master Plan." The report from this study has been published, and HATS is now investigating possible actions to implement the recommendations.

The FAA had included funds for a new control tower in its budget for 1998 construction. The current control tower is 1940s vintage. Unfortunately, the final Federal budget did not provide the requisite funding.

The Air Force held its Biennial Open House on the weekend of June 21-22, 1997, with a performance by the Thunderbirds. The Air Force has planned another Open House for 1998, currently scheduled for 1-2 August with the Navy Blue Angels scheduled to perform. The Air Force also announced plans to build a new Commissary and Exchange shopping plaza on the base within the next 5 years.

A number of pilots who regularly use Hanscom Field have started a program called the Fly Friendly Program. This program is intended to encourage all Hanscom Field users to act in a responsible manner to help reduce noise levels during arrivals and departures.

The 1996 Annual Report for Hanscom Field was published in February, 97, and Massport should publish the 1997 report in February 98. Both should be available in the Acton Library.

Richard B. Rippere

## **LOWELL REGIONAL TRANSIT AUTHORITY**

The Lowell Regional Transit Authority (LRTA) is one of fourteen regional transit authorities established by the Commonwealth of Massachusetts in 1974 dedicated to the mission of increasing the use of mass transit on a regional basis. Headquartered at the Charles A. Gallagher Transportation Terminal in Lowell, a major intermodal transportation facility, the LRTA provides fixed route bus service to nearly 1.5 million riders annually in six cities and towns. Additionally, the mobility of nearly

100,000 elderly and disabled citizens is enhanced through the Council on Aging and Road Runner programs. The LRTA serves an area of nearly 300,000 population with an operating budget of more than \$5 million annually.

Working with the Acton Council on Aging, the LRTA provides both Road Runner and Council on Aging van service. Town residents aged 60 years and older or those who are disabled may avail themselves of van services that run five days per week. The LRTA provides curb-to-curb pickup service in Acton and surrounding towns on a one day (24 hour) advanced registration basis. All vehicles are fully accessible and wheelchair lift-equipped.

Many trip purposes can be accommodated: shopping, medical appointments, visits to the CES Day Care Center, Senior Center activities, social and recreational. The fare schedule is \$0.50 one way within town, and \$0.80 one way to Concord and Maynard. Road Runner service may be arranged by calling 263-4691 and CoA Van information is available at 264-9651.

The combined ridership in Fiscal Year 1997 was 11,635 trips. Road Runner provided 5,661 trips, while the CoA Van was used for 5,974 trips. Since February 1994, the Acton COA, through the LRTA, has had the use of a 16 passenger, air conditioned, lift-equipped 1994 Ford EMC van. For the past several years, the Road Runner program has had the use of an 11 passenger, air conditioned, lift-equipped 1992 Dodge Maxivan. New vehicles are acquired through the Commonwealth's Mobility Assistance Program, which provides 80% of the cost of the new vehicle, while the Federal Transit Administration provides the remaining 20% matching share.

Respectfully submitted,

Don Herskovitz  
LRTA Advisory Board

## **METROPOLITAN AREA PLANNING COUNCIL**

The Metropolitan Area Planning Council (MAPC) is the regional planning agency representing 101 cities and towns in the metropolitan Boston area. Created by an act of the Legislature in 1963, it serves as a forum for state and local officials and provides technical planning assistance and service delivery to its member communities. MAPC works with cities and towns through eight subregional organizations whose members are appointed by chief elected officials and planning board. The Council provides the subregions with financial, planning and administrative support, and offers technical aid on selected spe-



cial projects. MAPC is a designated Economic Development District of the federal Economic Development Administration and as one of 14 members of the Metropolitan Planning Organization (MPO), has oversight responsibility for the region's federally funded transportation program.

MAPC completed another successful year of working with its communities, state agencies, and various non-profit groups, universities, businesses, special interest coalitions, state and federal legislators, and other regional planning agencies. The agency held at least 15 regularly scheduled meetings each month, eight of which were in the different subregions. These meetings plus special workshops, seminars, focus groups, and conferences linked together the hundreds of issues and individuals who are part of the Boston area's and the nation's planning scene. It was this network that provided the energy, vision and focus for MAPC's activities in the region.

After years of concern about the role of local governments in state transportation planning and funding decisions, 1997 saw a landmark achievement in the formation of a new Boston area MPO. The reorganization was the outcome of federally supported mediation, with MAPC serving as a key negotiator for a stronger state/local partnership. MPO voting members now include seven cities and towns, along with seven state and regional agencies, including MAPC. The municipal and regional members of the MPO are responsible for programming about \$40 million per year in local road and bridge projects, about one-third of the total funds available for the metropolitan region. MAPC works with communities to develop a list of local projects to be programmed for funding.

In September, the first Transportation Improvement Program was adopted by the new MPO. The TIP also included \$10 million for "Enhancement projects", and \$3 million for Transportation Demand Management (TDM) projects. As a regional planning agency MAPC's role is in both the Enhancement and TDM programs is to solicit proposals and prescreen them for funding eligibility.

As always, the agency also participated in a variety of transportation related projects. One of the major efforts this year involved working on the Transportation Summit meeting that was held in Springfield. This effort was organized to support the reauthorization of ISTEA and help assure that federal transportation funding for New England is not diminished. MAPC completed a three-year Pavement Management system project that involved the inspection of all federal-aid eligible roadways throughout the entire MAPC region. A report on the over 3,000 miles of road that were inspected was submitted to the Massachusetts Highway Department.

A new project that was organized last year was the Metropolitan Greenspace Initiative. Over 65 environmental and historic preservation organizations have indicated their interest in participating in this effort that MAPC is currently staffing. As

part of this project the agency has produced a map that illustrates the development growth in the greater Boston area from 1970 to 1991. The accompanying data documents the results of urban sprawl that has occurred showing a 15% growth in land development with only a 5% growth in population. MAPC staff has also been working with graduate students at the Harvard Graduate School of Design on a report outlining the potential for open space protection as the region continues to grow. During the past year the agency increased its association with the Boston Harbor Islands National Recreation Area planning project with the expectation that the agency will become one of the groups officially involved in the establishment of this new federal/state facility.

MAPC produced a number of publications during 1997. This past year the agency published its first yearly calendar with each month displaying maps containing different demographic data of interest to communities in the region and their residents. The Data Center also published a report, Top Employers, which listed by community the number of employees per establishment in the region. Other recent projects include a Title 5 compliance computer software application for Ashland and Hopkinton, economic forecasting for several agencies, school enrollment forecasts for several communities, and updates to the community profile series. The Data Center, working with Harvard University and the University of Massachusetts Boston, also completed a collaborative project known as The Massachusetts Electronic Atlas. This atlas provides access via the Internet to information on the 351 cities and towns in the state. All the information can be downloaded.

The GIS Lab completed numerous projects for both individual communities and for the region as a whole. Staff worked with Watertown on developing a tree inventory for the community. They also completed a wireless communication siting study for one of the subregions, an open space update for another, and a comprehensive regional zoning report for yet another. GIS staff conducted a number of workshops on parcel data automation and acted as an information resource for municipalities interested in beginning or expanding their GIS programs.

In addition to playing a major role on a number of regional boards and commissions, the staff also applied for and received grants to investigate shared services in one of the subregion and also to help communities deal with the issue of utility deregulation. MAPC continued to participate with the South Weymouth Naval Air Station reuse planning project. One MAPC staff member was contracted to work part time for the Town of Rockland on planning issues related to the base closure and reuse.

In 1997, the agency also completed a project that focused on opportunities for bolstering the shoreline seafood processing, and distribution industries in the Commonwealth, including an analysis of the importance of the industry to affected coastal communities in Massachusetts.



MAPC updated its Overall Economic Development Program for 1997, analyzing the regional economy and economic development needs, and revising the list of projects eligible for federal funds through the Economic Development Administration (EDA).

The agency administered a Community Adjustment Planning Grant provided by the U.S. Department of Housing and Urban Development to examine community responses to defense industry downsizing and evaluate defense dependencies of small and mid-sized municipalities. The project included several focus groups and a regional forum. A final report on strategies to adjust and diversify local economies in response to reduced defense spending will be completed in early 1998.

## PLANNING DEPARTMENT

The Planning Board is a nine-member board appointed by the Board of Selectmen, seven full members and two associate members. In 1997, the Board elected a new slate of officers and experienced some changes in membership. John Pavan was elected as Chairman of the Planning Board, Gregory Niemyski as vice Chairman, and Richard Crosswell as Clerk. Associate Member Christopher Tolley was appointed as a full member to replace long-time member David Hill who moved to Georgia. The Board will miss the skilled volunteer services of David Hill. Kenneth Sghia-Hughes was appointed as a new associate member. The Planning Board meets on the second and fourth Mondays of each month at 7:30 PM in Room 204 of the Town Hall. Meeting dates are posted on the Town Hall bulletin board. The public is always welcome to attend.

The Planning Board has the statutory obligation to review and approve new subdivisions under the Subdivision Control Law (MGL Ch. 41) and the Acton Subdivision Rules and Regulations. In addition, the Planning Board serves as a special permit granting authority under the Zoning Act: (MGL Ch. 40A) and the Acton Zoning Bylaw for numerous Special Permits. Through these regulatory tools, the Planning Board strives to protect the health, safety and welfare of Acton's residents and to preserve the integrity of Acton's character.

The Acton Zoning Bylaw is one of the principal tools affecting the use and development of land in Acton. It serves as the regulatory blueprint governing Acton's future development. Under the guidance of the Planning Board, the Planning Department continued to reshape the zoning bylaw so that it better reflects the goals, objectives and recommendations of the Master Plan together with the current needs of the community. In this context, the major changes to the zoning bylaw adopted by the 1997 Annual Town Meeting were the adoption of provisions that

regulate Wireless Communications Facilities, Full Service Retirement Communities and Assisted Living Residences.

A primary function of the Planning Department is the coordination of the inter-departmental reviews and legal permitting process for new development proposals submitted to the Planning Board. This review process includes explanations of the development proposals and of the approval process to neighbors and residents, negotiations with developers, coordination of staff reviews, scheduling public hearings, and drafting the decisions. The Planning Department also manages the various performance guarantees posted with the Town to secure proper completion of subdivision improvements.

In 1997, the Planning Board approved the creation of 35 new lots; roughly 50 percent of the number of lots approved in 1996. However, the number of filings and hearings remained the same. Planning staff and the Planning Board met with developers and discussed the potential for 11 new or substantially revised residential developments. The Planning Board approved five definitive subdivisions, three preliminary subdivision plans and denied one preliminary subdivision plan. The Board granted 1 open space development special permit, 1 special permit for a wireless communications facility, and approved 19 ANR Plans (Approval Not Required under Subdivision Control Law). In addition, the Board granted 1 sign special permit and denied 1 sign special permit.

The professional planning staff, Town Planner Roland Bartl, Assistant Town Planner Donna Jacobs and part time Planning Board Secretary Karen Switzer, worked with the Planning Board and other volunteer Town boards and committees by providing them with assistance and guidance, and conducted the day-to-day business of the Planning Board. The goal of the planning staff is to function as a resourceful municipal planning agency dedicated to providing innovative, professional planning services. Staff strives to provide the necessary legal and regulatory framework to implement Acton's Master Plan through proactive planning.

Special planning projects undertaken by the Planning Board and staff in 1997 include hiring a consultant to begin the update of the Master Plan which should be completed by the end of 1998. The Master Plan dates back to 1991 and it should be updated every five years. A principal reason for frequent and periodic master plan updates is the need to ensure consistency between the Town's zoning and land use regulations and its current public planning objectives. Increasingly, legal challenges to zoning laws are decided over whether or not there is a current master plan, and whether or not the zoning laws reflect public planning policies. The funding appropriated by the 1997 Annual Town Meeting will provide for professional assistance in the Master Plan update and for the preparation of an economic development plan as a new component of the Master Plan. The Planning Board looks forward to energetic public participation in the Master Plan Update.

The Planning Board and staff are working with the Economic Development Committee (EDC), appointed by the Board of Selectmen in 1997, as it evaluates the status of Acton's businesses and identifies any need for infrastructure and zoning improvements that will aid in the retention of these businesses and in the attraction of new businesses that are in keeping with Acton's town character. Planning Board Chairman John Pavan serves as a member of the EDC.

The consultants for the Kelley's Corner Circulation Plan completed their work and produced a circulation plan in late 1996 with additional recommendations for improvements to the Kelley's Corner District. The Board has continued to work on the zoning provisions for Kelley's Corner and will propose additional zoning changes for this district at the 1998 Annual Town meeting to implement the Circulation Plan recommendations.

In concluding, I would like to thank Donna Jacobs, Assistant Planner, and Karen Switzer, Planning Secretary, for their continued efforts to make the Planning Department an agency that serves the Acton public with courtesy and efficiency. I would also like to thank all Town departments and employees for their assistance and cooperation. As is true every year, none of the planning efforts would have been possible without the enormous contributions by Acton residents who serve as volunteers on the boards and committees we staff. It was a pleasure working with all of you and we look forward to future years of successful work with you.

Roland Bartl, AICP  
Town Planner



## RECREATION COMMISSION

The Recreation Commission has had an exciting year.

We have seen the start of work at the North Acton Recreation Area (NARA) site and the emergence of what will soon become a wonderful Town Park.

The Morrison Farm on Concord Road was acquired by the Town by way of an override vote.

An architect has been selected to design the NARA buildings consisting of a bath house, picnic pavilion and an amphitheater. They are the award-winning firm of Thompson and Rose Construction of the buildings at NARA is slated for the fall of 1998.

A Recreation "White Paper" written by Selectman Bill Mullin was a call to action for citizens to volunteer for the Recreation Commission. As a result, the Commission is almost fully staffed and working on getting up to speed to oversee and orchestrate greater recreational opportunities within the Town of Acton.

The Commission members are: Eddie Flannery, Ken Frank, Vanetta Hunter, Mike McQueen, Laura Sikalis, Greg Voss, and Allen Warner. Tom Tidman is the Town of Acton Liaison, and Bill Mullin is the Selectmen appointed to work with the Commission.



# PUBLIC WORKS AND ENVIRONMENT

## BOARD OF APPEALS

The Board heard requests for 7 Variances, of which 6 were granted and 1 denied. There were 5 Special Permit requests, all were granted. There were 2 Petition for Review of the Building Commissioner's decision where the Commissioners decision was upheld.

The Board of Selectmen also appointed 3 new alternate members.

Peter Berry, Chairman  
Nicholas Miller, Clerk  
Janet Clark, Member  
Thomas Lemire, Alternate  
David Black, Alternate  
Cara Voutselas, Alternate

## BUILDING DEPARTMENT

New residential construction permits increased over the last year. New commercial construction permits have increased from the previous year, however, the amount of construction costs have decreased slightly. Commercial alterations have decreased slightly in number of permits, although, the construction costs increased from last year. Plumbing, Electrical and Gas Permits increased. The Building Department has been administering a new banner policy at the direction of the Board of Selectmen. This year over 20 banners were displayed over town streets consistent with that policy.

The figures for the year ending December 31, 1997 are as follows:

New Residential	101	\$13,067,834
Residential Additions & Alterations	389	\$4,200,286
New Commercial Construction	5	\$771,333
Commercial Alterations	69	\$8,633,287
Demolition	4	\$13,000
Totals	568	\$26,685,740

## CEMETERY COMMISSION

The Cemetery Office, which is where the Commissioners meet at 2:00 p.m. on the second Wednesday of each month, is located in the Kennedy Service Building, on the grounds of Woodlawn Cemetery. We are here to serve you and welcome your inquiries and/or comments either through a visit to the office or a phone call to 264-9644.

The Cemetery Commission is responsible for expenditures from the various cemetery trust funds, and oversees the operation and care of the three Town-owned cemeteries: Woodlawn, est. 1738, Concord Road, Acton Center; Forest, est. 1750, Carlisle Road, North Acton; and Mount Hope, est. 1848, Central Street, West Acton.

The duties of the personnel of the Department of Natural Resources and Cemeteries include maintaining all developed areas in the cemeteries, which at the present time consists of over 43 acres, as well as routine maintenance and major projects on the various conservation properties, which encompass greater than 1,500 acres. They construct all monument foundations; set flush markers; prepare and plant endowed flower beds; and plant trees and shrubs, as well as maintain their equipment, grounds and buildings, including the Woodlawn Memorial Chapel, on a year-round basis. They assist in the selection and purchase of lots; assist Funeral Directors at the time of an interment; help visitors locate grave sites; and answer inquiries about rules and regulations. Prior to Memorial Day, they place a potted geranium and an American flag, both supplied by the Public Ceremonies and Celebrations Committee, at the grave of every known veteran, maintain the lot and interment records and do their own billing and receiving.

### WOODLAWN MEMORIAL CHAPEL

The Chapel was used for three funeral or memorial services and for four wedding ceremonies and their related rehearsals. Gutters and down spouts were repaired, the building was pressure washed to free the granite exterior of residue left by previously removed trees that had surrounded the building, and stonework on the front of the building was repaired. Please accept our invitation to view the interior of the Chapel by calling the Cemetery at 264-9644.

### THE CEMETERIES

The cemeteries sustained tree damage from the heavy snows of December, 1996 and April, 1997, which required many limbs to be removed, picked up, and burned. Unlike the year before, deer damage was less because of the more open winter.



Again, to keep turf damage to a minimum, grassed areas were treated to stop beetle infestation. Five Alberta Spruce were removed after they became infected.

The perimeter of the new Section 14 in front of the Cemetery Building at Woodlawn was graded and seeded with good results.

All monuments at Woodlawn and Mount Hope were pressure washed, a process which took most of a month.

In Calendar year 1997, the sum of \$72,564.80 was paid to the Town Treasurer to be deposited as follows:

General Fund	\$27,851.80
Land Fund	7,625.00
Perpetual Care	37,088.00

We accepted with regret the resignation of Edward R. Bailey. Ed served as a Commissioner since 1985, and had previously worked for the Cemetery 15 years, nine of those as Foreman. We will miss his experience and company. We are pleased to welcome George R. O'Clair to the Commission. George was appointed December 16, 1997, to fill out Ed's term.

Again this year we wish to thank those who assist in keeping our Cemeteries in excellent condition: Tom Tidman, Director of Natural Resources and Cemeteries; David Lee and Nancy Howell, who ably represent us to those who visit and do business with the Cemeteries; maintenance men Stephen Gray and Duane Champagne; part-time maintenance man Stanley "Skip" Jenks, and seasonal workers Justin Geneau and Robert Magee. Thanks also for assistance received from the Highway Department, Municipal Properties Department and the Water District.

Donald J. MacLennan, Chairman  
Brewster Conant, Secretary  
George R. O'Clair

## ENGINEERING DEPARTMENT

The Engineering Department provides the various Town boards, committees and departments with civil engineering and land surveying expertise. The Department also designs public works type projects and obtains the necessary permits and approvals for them, as well as providing supervision of the construction process. Development proposals submitted to the Planning Board are evaluated for compliance with their rules and regulations and good engineering practice. Subdivision road construction is inspected for compliance with these plans. We also update the Town Atlas Maps and associated files for the Assessors.

The Engineering Department staff currently consists of David F. Abbt, P.L.S., Engineering Administrator; Dennis P. Ring, Engineering Assistant III; Corey S. York, Engineering Assistant I and Karen L. Switzer, part-time Secretary. Eric K. Durling, P.E. is retained on an "as-needed" basis to provide professional engineering review of minor departmental projects. We also sponsored Pamela Feasel as a participant in the high school's Job Shadowing program which gives juniors and seniors an insight to potential career opportunities.

The Engineering Department routinely monitors major multi-year projects that are approved by the Massachusetts Highway Department (MHD). The design work is generally done by private engineering consultants hired by the Town, but when approved by the MHD the actual construction is funded by the State. The Wetherbee Street bridge over Fort Pond Brook is a project that has been constructed in this manner. After several frustrating years, the contractor awarded the project by the MHD finally completed the construction and the road was reopened to traffic in the fall.

Construction of the South Acton railroad bridge project was also substantially completed this year, with clean up items scheduled for the spring of 1998. Some of this year's highlights included the installation of the new bridge beams and deck, the removal of the temporary bridge and the installation of the traffic signal equipment at the nearby intersection. Finishing touches for this year came in the form of decorative street lamps which were installed at all four corners of the new bridge and should be activated sometime in January.

The survey and design of new sidewalks on Town roads is an ongoing project for the Department. The Town has committed more resources to this effort in recent years. This year we worked on the extension of the sidewalk on School Street from Sandy Drive to Maddy Lane, and on Central Street from Arlington Street to Elm Street. We also completed the field survey for sections of new sidewalk on Windsor Avenue and Concord Road. Thanks to a fairly mild fall, the Highway Department was able to get a good start on the construction of the Concord Road section. Next year, we hope to complete the necessary survey and design of sidewalks on High Street from Main Street to Audubon Drive, Central Street, from Windsor Avenue to the railroad tracks

at Richardson's Crossing, and continue the sidewalk on Concord Road from Minot Avenue to Nagog Hill Road. During the year we received several calls from residents of various neighborhoods requesting sidewalks on busy streets in their neighborhoods. On the older streets in Town sidewalks are not easy to build. Stonewalls, steep shoulder grades, public shade trees, narrow culverts, and the lack of sufficient street right-of-way width are common obstacles on colonial era roads. It also becomes more difficult when individual residents object to the sidewalk, particularly if their cooperation is needed for additional right-of-way or easements. In spite of all the difficulties, the Town does succeed in constructing some new sidewalks each year, largely due to the general support of the majority of the abutters. One way for residents to facilitate the construction of sidewalks in their neighborhood is to get together to find agreement on where (often which side of the street) a sidewalk should be located. This should include all the residents who live along a sidewalk route. In this way, solutions to the common obstacles described above can usually be found and as funds become available the sidewalk can be constructed without delay.

Each year the Engineering Department also does the survey, design, and construction stakeout for several projects constructed by the Highway Department. This year we spent a great deal of time supervising the installation of double precast concrete culverts on Central Street at Fort Pond Brook near Elm Street. The design of the replacement culverts was done by an outside consultant, V.H.B., Inc., and the installation was done by the Highway Department. This project also involved integrating the design and installation of numerous precast concrete retaining wall modules and cast in place concrete headwalls. We also did the survey and design for a minor drainage improvement project at the end on Barker Road and prepared a plan for new bridge rails on the Stow Street bridge over Fort Pond Brook.

Miscellaneous projects were undertaken for other departments during the year, such as a ground control survey for aerial topographic mapping of the Arboretum for the Natural Resources Department. We assisted the Municipal Properties Department and the Memorial Library Staff by preparing plans for the layout of the temporary library space at 222 Main Street. We also negotiated an agreement with Boston Edison Company to provide a database on which the Town will begin to develop a Geographic Information System (GIS), which links tabulated data with mapping capabilities. The Board of Health is developing a pilot project to assist in septic system management.

The grading of the 40 acre North Acton Recreation Area (NARA) is nearly complete, including the excavation of the 9 acre pond. This year we completed the legal steps necessary to revise the proposed entrance to NARA from Ledge Rock Way by abandoning the old cul-de-sac and extending the layout of Ledge Rock Way to the NARA property line and we assisted the Highway Department in reconfiguring the pavement at the end of Ledge Rock Way for this new entrance

Traffic issues this year included the completion of the Windsor Avenue Central Street Neighborhood Traffic Circulation Study. We also worked on the proposal to install a traffic signal at the Main Street/Hayward Road intersection. This project was postponed by the Selectmen in favor of a concentrated corridor study on Main Street from Brook Street to Route 2.

The former Town landfill on Forest Road has begun to occupy a considerable amount of our time once again. In addition to the annual round of groundwater sampling, we completed a ground control survey for aerial topographic mapping of the site and ended the year negotiating with a Central Artery/Tunnel Contractor for receipt of clay material for final capping.

New subdivisions are reviewed and inspected by the Engineering Department from initial submission of plans to final completion of the roads. When a plan is submitted, an engineering review of all aspects of a proposed subdivision is made, based on current Planning Board Rules and Regulations. Acorn Park Phases I & II, Washington Drive Extension, Lawsbrook Village, Piper Ridge, and Bellows Farm Phases II - IV, Handley Woods, Tupelo Place, Lupine Path, Milbery Lane North Acton Woods, Jesse Drive, Highridge and Carleton Drive Extension were reviewed and/or inspected in this manner. The Engineering Department also did a substantial amount of work for the Planning Board, including bond estimates for subdivision roads and reviews of common drive special permits.

We continue to manage the non-resident parking meters at the South Acton Commuter Parking Lot. The current meters will be replaced with new, more reliable units early next year. The upgraded meters will be programmed to accept disposable debit cards eliminating the need to carry a lot of loose change.

The Engineering Department handles the daily routine of administering the "Permit to Construct Within a Public Way" program (street cuts); inspecting street cuts related to the installation of new utilities and driveways; responding to requests concerning drainage problems; coordinating the process for plowing private ways; reviewing commercial site plans; preparing street acceptance documents; coordinating the process used to accept donations of easements and low value parcels of land; updating the Town Atlas Maps; providing the general public with information; and assisting the various Town boards and agencies as requested. Last year, we completed the initial version of the Town Atlas Maps in CAD (computer aided drafting) format which we will continue to update on an annual basis. We now have several versions of the Town street map in CAD format available for sale to the general public, one of which shows all publicly owned parcels of land color coded.

We appreciate the cooperation received from the other Town departments and look forward to further productive efforts in the coming year.

David F. Abbt, P.L.S.  
Engineering Administrator



## HIGHWAY DEPARTMENT

The Highway Department installed a bituminous sidewalk on Central Street, along with a concrete sidewalk and granite curb from West Square to Idylwilde Farm. We also installed a sidewalk from Sandy Drive to Maddy Lane. A sidewalk on Concord Road was started in late fall from Hosmer Street to Horse-shoe Drive. Loam was removed and a gravel base was put in. Paving of the sidewalks will be done in the spring. Loam and seeding was done due to winter damage. Trash was picked up along the roadsides. Signs were made during the winter for summer projects. Loam was screened for Town usage. Signs were installed in various locations around Town.

### SNOW

Sand barrels were placed around Town for the winter. Snow fence was installed at the intersection of Main Street and Hayward Road, also on Wetherbee Street at Route 2. Sand and salt is available at the Town yard, 14 Forest Road, for all the Towns-people.

### DRAINAGE

The Highway Department installed a new leaching basin on Freedom Farm Road. A subdrain was installed on Gioconda Avenue. The Highway Department replaced a culvert on Central Street by Idylwilde Farm.

### ROADS

All drainage structures were raised for paving. Chapter 90 funds were used for paving along with Town funds. These roads were crackfilled also. Several roads were surface planed and resurfaced. All roads were swept and all catchbasins were cleaned throughout the Town.

### TRANSFER STATION

The Transfer Station is transporting 9,400 tons of trash per year to NESWC. The Highway Department continued the leaf recycling program and the Christmas tree recycling program. This year about 3,000 tons of recyclables were collected saving the Town money on the tipping fees. B.F.I. Waste Systems is hauling all of our recyclables from the recycling center.

I would like to thank my Assistant, Dave Brown, and my Secretary, Elaine Lawson for their help. Also my thanks to the men on the Highway Department for an excellent job. I would also like to thank all other departments for their cooperation and help throughout the year.

Richard Howe  
Highway Superintendent

## MUNICIPAL PROPERTIES

The Department of Municipal Properties discharges the following duties:

1. Maintenance, management, and construction of all Town buildings, except those controlled by the School Department.
2. Maintenance and development of the Town Common, parks, playgrounds, and active recreation areas.
3. Management of street trees as provided in MGL Chapter 87, and management of Public Nuisances related to shade trees, as provided in MGL Chapter 132.
4. Technical expertise as needed for site plan and subdivision reviews and inspections.
5. Administration of utility budget
6. Assistance to other departments as needed in the areas of land management and construction.

### ROADSIDE VEGETATION MANAGEMENT

This year one hundred and forty-four dead or dangerous street trees were removed twenty-five street trees were removed for the Concord Road sidewalk project, and twelve removed for the School Street sidewalk project. One hundred and sixteen street trees were pruned to reduce hazards, and fifty tree stumps that presented traffic hazards were groundout below grade.

A total of eighteen trees were planted along roadsides and in public areas around town. In order to continue the best arboricultural practice of having a diverse stock of trees, six species of trees were planted: Katsura, Hemlock, Spruce, Norway Maple, Red Oak, and Redspire Pear.

Approximately forty miles of road shoulder were mowed with the side arm mower, and numerous areas were cut back with chain saws. All intersections and sidewalks were checked and trimmed back as needed to alleviate traffic hazards. Poison Ivy growing along the Rights of Way was sprayed with a selective herbicide.

The major cause of street tree death in Acton continues to be Ash Decline. This disease is believed to be caused by a mycoplasma like organism, or M.L.O., which is believed to be transmitted by a leafhopper. The disease is always fatal within one or two years when it infects drought stressed ash trees.



## PARK MANAGEMENT

A major storm on December 7, 1996 resulted in power outages in most of town, and significant damage to over three hundred street trees. The clean-up of the initial damage and reduction of hazards consumed most of the tree budget for the year.

All subdivisions, cluster developments, and commercial site plans were reviewed for compliance with local landscaping standards.

In 1997 Acton was re-certified for the thirteenth consecutive year as a Tree City USA by the National Arbor Day Foundation, in recognition of our urban forestry efforts.

The Director continues to serve as Secretary of the New England Chapter, International Society of Arboriculture.

## FACILITIES PROJECTS

The expansion and renovation of the Acton Memorial Library was put out to bid in the Spring, and Zambernadi Construction Co., Inc., was awarded the construction bid for the sum of \$4,736,062.00. Construction began in May, and the project is proceeding well. By the end of the year all foundations have been poured, steel is being erected, the majority of the site work has been completed, and substantial progress has been made with the installation of the HVAC systems. The Director continues to act as project manager for this construction project, which is scheduled to be finished in November 1998. In conjunction with the actual construction, this Department also procured and upgraded temporary space for the library for the projected eighteen month project period.

The Fire Station roof renovation project was put out to bid for the third time in April, and the re-roofing project was awarded to Reliable Roofing, Inc. By the end of the year the project was ninety five percent complete.

New audience seating and a new sound system was installed in the main Hearing Room at Town Hall. These features will make the room much more pleasant for public meetings, and will provide proper acoustics both in the room and for broadcast purposes.

Five new overhead doors and two new heaters were installed in the service garage portion of the Public Works Facility, replacing original equipment that was over twenty-five years old.

A central fire alarm system with direct connection to the Fire Department was installed in the Kennedy Service Building at Woodlawn Cemetery, helping to protect this rather isolated facility.

Portions of the Town Hall portico were rebuilt. Substantial additional portions of the original exterior woodwork of this 133-year-old structure will have to be repaired in the near future.

All thirteen buildings maintained by this Department received such routine maintenance and minor upgrades as were required to protect the Town's capital investment and to provide a safe, pleasant, and efficient environment for Town staff and residents using the facilities.

The twenty-five acres of turf maintained by this Department were mowed on a weekly basis during the growing season, and were fertilized and aerated. This regimen of light fertilization, weekly mowing, and annual aeration is the absolute minimum required to maintain healthy athletic turf. We have continued the program of past years in billing the various athletic leagues for the fertilizer applied to the areas they use. The problem of over use of the facilities will have to be addressed through creating new fields, several of which should come on line in 1998 at the North Acton Recreation Area.

A well and in-ground irrigation system was installed at the 2A-27 Field this year; improved irrigation should allow more intense use and superior playing conditions at this field starting in the Spring of 1998.

The new playground at Jones Field was completed, using a combination of public and private funds, volunteers, and Town staff. The new playground at Gardner Field is almost complete, lacking only one final play structure that will be installed in the early spring when it is delivered. Gardner Field was also the recipient of both Town and donated funds, volunteer labor, and construction support from Town staff.

In closing, I would like to thank the various civic organizations, neighborhood groups, athletic leagues, volunteers, and Town departments who have assisted this Department, and the Town, in the past year. As always, a great deal of credit should be given to the hard work and dedication shown by the Municipal Properties staff:

Andrea MacKenzie, Secretary  
Malcolm MacGregor, Grounds Crew Leader  
Dayle MacGillivray, Building  
Maintenance Crew Leader  
David Walsh, Groundskeeper  
Lisa Hembrow, Groundskeeper  
Arnold Johnson, Building Maintenance  
James Howells, Building Maintenance  
David Bouchard, Building Maintenance  
Marc Rusconi, Seasonal Groundskeeper  
Brad Gyorgak, Seasonal Groundskeeper  
Dean A. Charter, Municipal Properties  
Director

## NATURAL RESOURCES

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1997 will be remembered as a pivotal year for the rekindling of recreation in Acton. This was the year town's people voted in favor of purchasing the Morrison Farm. The recently formed Land Stewardship Committee completed a major trail reconstruction project at the Nashoba Brook Conservation Area as well as trail improvements all over town. The Conservation Commission and staff were consumed all year keeping up with new development and in interpreting the newly assembled Rivers Protection Act regulations segment of the Wetlands Protection Act.

Great strides were made in 1997 to re-establish a functional Recreation Commission. In its final form the commission will consist of a nine member board overseeing all municipally organized and scheduled recreation events. Programs will include events at the North Acton Recreation Area (NARA) and future designs, plans and implementation for the Morrison Farm to feature both active and passive recreational opportunities. A "White Paper" addressing both past recreational achievements and a vision of where recreation will be guided, was drafted by Recreation Commissioner Bill Mullin. You may expect many new and innovative recreational opportunities as the partially completed North Acton Recreation Area is opened to the public in 1999.

The Land Stewardship Committee concluded a year filled with tremendous achievements, including much needed trail improvements at the Heath Hen Conservation Area in South Acton and general trail improvements throughout Acton's 1500 acres of conservation land. The feature project this year was the construction of a boardwalk and bridge at Nashoba Brook. Special thanks to Bob Guba and Larry Ullman for leading the way on this difficult undertaking. Funds for the boardwalk and bridge construction were obtained by way of a Department of Environmental Management grant. Thank you to Linda McElroy and her dedicated team of volunteers for a job well done!

The Conservation Commission was kept busy in 1997 with an unprecedented number of Wetlands Protection Act filings, these included wetlands filings involving the newly adopted Rivers Act, creating buffer zones encompassing rivers and major tributaries throughout the State. With much thanks for their years of dedicated service, the Commission bid farewell to William Hill, Thistle Cone and Morene Bodner, big rubber boots to fill.

Once again, the arboretum played host to a sculpture exhibit, featuring the works of twenty New England artists. As with the initial exhibit, the subsequent presentation was well attended and very well received. As always habitat management plays an important role in the evolution of the arboretum, to this end significant time and manpower was dedicated to restoring the meadow near Wood Lane. This project was tackled during the winter months when we had an unusually snow free period

with frozen conditions. Our garden collections continue to be maintained with the usual high level of loving care and expertise we have come to count on, thanks to the Friends of the Arboretum. Improvements to the Arboretum's handicap trail system included an Eagle Scout project and participation by a great group of volunteers on the United Way's "Day of Caring". Long time friend of the Arboretum Sue Beveridge and husband Dave move away this year leaving us with a beautiful wildflower garden years of hard work and many fond memories, thank you Sue.

Completing Eagle Scout projects on conservation land this past year were Richard Sharp, James Chiarelli, Dustin Carey, A.J. Martingnette and Matt Whelihan. To all the volunteers and to Dave Lee and the cemetery crew responsible for maintaining Acton's fabulous Natural Resources, our heart felt appreciation. A special thanks to the Municipal Properties Department, Engineering Department and the Highway Department, for participating in all of our major conservation projects in 1997.

Tom Tidman, Director  
Morene Bodner  
Thistle Cone  
William Hill  
Barbara Epstein  
Matthew Liebman  
Barbara Smith  
Andrew Magee  
Terry Maitland  
Margaret Carroll  
Andrew Martino  
**Conservation Commission**



# COMMUNITY SAFETY

## ANIMAL INSPECTOR

During 1997, twenty-eight (28) animal bites were reported to the Animal Inspector for investigation. Twelve (12) bites were caused by dogs, all of which were quarantined for the appropriate time period and released after it was known that they were free of infectious disease. There were eight (8) cat bites reported. All of these cats were also quarantined and released when it was known they were free of rabies.

Sixteen (16) animals were quarantined after receiving an unknown bite or scratch wounds. These animals were quarantined for a time period of ten (10) days, for animals with a current rabies vaccination, or for six (6) months for animals with no vaccination. All animals were released after quarantine and were free of rabies.

Seven (7) barns were inspected and all seemed to be in order. From the 1997 animal barn book, barn animals totaled twenty-three (23) horses and twelve (12) ponies.

Respectfully,

Patrick H. Palmer  
Animal Inspector

## BOARD OF HEALTH

The Board of Health continued to meet and deal with many significant health and environmental issues during 1997. Of the greatest importance to the town was the unanimous vote at Annual Town Meeting supporting a 13.5 million dollar sewer project for the Middle Fort Pond Brook Sewer District. Other issues addressed by the Board included a new Cleanup Standard Bylaw for Hazardous Waste Sites, tobacco sales compliance, a Volunteer Mentoring Program and implementation of a septage management and loan program.

In response to the impacts of Title 5, the South Acton & Kelly's Corner Sewer studies and the needs of the public school system, Town Meeting unanimously approved its first sewer project. The Sewer Action Committee which has representation from all of the Town's major Boards and Committees made a persuasive presentation which convinced the meeting of the importance to begin this project. In August the Town chose a new consultant, Woodard & Curran, to design and implement the proposed sewer system. In addition the town is actively seeking to develop a Watershed Based Trading program which will eventually lead to expansion of the proposed sewer district, as well as, a decrease in pollutants entering the watershed.

The Board of Health through a \$75,000 grant from the State Legislature and a \$20,000 grant from DEP began implementation of a Geographic Information System. The system will be used within the Board's Wastewater Management Program and to help develop a priority list for homeowner's to access low interest loans from the \$200,000 Septic System loan program.

With the completion of the surface remediation work at the W.R. Grace Superfund site the Board brought to Town Meeting a Cleanup Standard Bylaw. This Bylaw establishes the standards that must be met for any aquifer restoration project done within the Town's aquifers. The goal being to provide assurance that all remediated groundwater would meet the Acton Water District's drinking water standards. The Board is pleased that Town Meeting unanimously enacted this Bylaw and that the State Attorney General upheld its validity in August of this year.

The inspection requirements of Title 5 continue to be a significant impact on all homes and business' located in the Town. More than 200 inspections of septic systems were conducted in 1996 and as a direct result of those inspection the number of systems replaced has greatly increased. A study completed by the Sewer Action Committee found that the average expenditure for the complete replacement of an onsite septic system was \$15,000.

The Health Department conducted its third compliance check for all stores that sell tobacco products. This was done, with the cooperation of teens from Bedford, to see how many stores would sell tobacco to an underage buyer. Out of 33 stores the Health Department found only one that sold tobacco to an underage teen. This compliance check indicates considerable progress has been made since the first check revealed a 50% non-compliance rate. Special thanks should be given to Cindy Patton & the teens from Bedford who volunteered to conduct the compliance checks.

The Board has continued a cooperative program with the Acton Boxborough Regional School system which makes cessation programs for teenage smokers available at the school complex. The Board thanks Kathy Bowen and Steve Donovan for their cooperation in keeping this program going and hopes to work with the schools more closely during the next year to identify and provide additional programs for teens.

The Board implemented a Volunteer Mentoring program designed to provide assistance to at-risk pre-teens. In September Big Brother/Big Sister of Middlesex County was contracted to provide a coordinator, who would identify the at-risk pre-teens and develop the volunteer base. The Board believes that this important and necessary program will provide a safety net for children that might otherwise be left unprotected.



For the third year two Hazardous Waste Days were conducted in May and September. Over 300 residents participated in these two days, setting records for both attendance and waste collected. Every resident that arrived during the collection time was able to rid themselves of their household hazardous waste and the wait for service was minimal or nonexistent. Due to this success the Board of Health has scheduled for additional collection days in May and September of 1998.

The number and types of permits and licenses issued by the Board of Health continues to grow. The entire permitting statistics were as follows:

#### General Permits:

Burial Permit	70
Car Wash Event Permits	12
Tanning Salon Permits	3
Funeral Director License	2
Massage Establishment Permit	10
Massage Practitioner License	15
Motel Permit	1
Public & Semi-Public Pools	
Full Size	19
Wading	5
Rabies Vaccination: Cats	738

#### Environmental:

Above-ground Storage Tank Installation	6
Aquifer Special Permit	32
Asbestos Removal Notification	6
Commercial Hauler's License	10
Deleading Notifications	6
Hazardous Materials Storage	104
Private Well Permits	18
Underground Storage Tank Removal	18

#### Septic Systems:

Septage Disposal Permits	2102
Septage Hauler's License	15
Septic System Inspections	208
Septic System Construction	316
Replacements	164
New Homes	152
Septic System Installer's License	55
Sewage Treatment Plant Permit	9

#### Food Service:

Food Service Permits	88
Temporary Food Service Permits	12
Frozen Desserts	7
Milk & Cream Permit	48

Statistics for 1997 indicate that on proposed building lots the Health Department witnessed 256 deep test holes and 136 percolation tests. These tests led to the approval of 152 new residential or commercial septic system permits. In addition, the Health Department witnessed 202 deep test holes and 65 percolation tests for existing homes replacing their septic systems.

Housing, Food Service and other complaint activities were as follows:

Housing Complaints	13
Units Inspection for Acton Housing Authority	13
Food Complaints	31
Septic Complaints	13
Miscellaneous Complaints	13

Over 350 comprehensive and follow-up inspections were conducted at 120 food establishments within the Town. More than 150 Hazardous Materials Storage Inspections were also conducted.

Fees collected for permits and licenses were as follows:

Sewerage Permits and Licenses	\$64,426
Food Service Permits	\$21,135
Miscellaneous Permits	\$4,810
Weight & Measures Licenses	\$4,945
Reproduction Fees	\$213
Private Well Permits	\$700
Hazardous Materials Permits	\$19,760
Commercial Hauler Licenses	\$825
Septage Administration Fees	\$29,428
Upper Blackstone Disposal Fees	\$11,163
Total	\$157,405

Reportable Disease Statistics were as follows:

Total Reports Filed	18
Cat Bites	2
Dog Bites	5
Lyme	3
Salmonella	1
Campylobacter Jejuni	2
Hepatitis	2
Giardia	3

The Board of Health extends its thanks to the following members of other departments who helped in the past year: Dick Howe, Tom Tidman, Garry Rhodes, Bob Craig, Todd Fenniman, Roland Bartl, Dean Charter, David Abbt and Cathy Belbin. The Board welcomes Mark Benedict as a new member and extends a heartfelt thank you to Peter Vaillancourt for the service he gave to the Town during his tenure on the Board. In addition the Board congratulates Alan on the birth of his son Kyle and Heather on the birth of her daughter Abby.

Board of Health Members  
William McInnis, Chairman  
Mark Conoby, Member  
Cindy Patton, Member  
Lisa Wolf, Member  
Peter Vaillancourt, Member  
Mark Benedict, Member  
Rita Dolan, Associate

## DOG OFFICER

Month	Total # Calls	Total # Dogs Picked Up	Lic.	No Lic.	Total # Bite Calls	Dogs Sent To Lowell Humane
January	48	4		4	1	0
February	33	3		3	1	1
March	51	1	1		1	0
April	41	2	1	1	1	0
May	38	3		3	1	0
June	41	5	2	3	0	0
July	52	1		1	1	0
August	30	3		3	0	0
September	46	4		4	1	2
October	46	1	1		3	0
November	40	3	1	2	1	0
December	34	0			1	0
TOTAL						
1997=	500	30	6	24	12	3
Total						
1996=	407	29	4	25	5	4

## ACTON EMERGENCY MANAGEMENT AGENCY

The Acton Emergency Management Agency (AEMA), a volunteer organization, consists of the following functional components: Operations, Planning, Communications, Shelter Management, Auxiliary Fire, Rehabilitation Team and Explorer Post #7. The Agency's role is to develop and maintain emergency response plans, and coordinate resources from Federal, State, Local and Non-profit Volunteer Agencies to help mitigate natural, man-made, and technological disasters. The Agency in cooperation with the Acton School Department is responsible for the Emergency Shelter Program for the citizens of Acton.

In 1997 the Agency was busy with numerous incidents ranging from snowstorms, power outages, flooding problems to several structure fires. The members also provided first aid and logistical assistance at many of the town wide celebrations and events including Patriots Day, Memorial Day, the town fair, fourth of July, and the A B new years eve celebration. These activities tested the response of over 60 volunteers totaling many volunteer hours, not including regular meetings, and training drills. A member of the Emergency Management Agency mans the Emergency pager 24 hours a day, 365 days a year. In the true spirit of giving these volunteers are ready to respond on a moment's notice to help make a difference in time of need.

The Agency participated in Acton Fire Department's Annual Fire Prevention week open house at the West Acton Fire Station in October. This allowed our members to distribute literature about what to do in an emergency, provided by the Federal Emergency Management Agency. The Acton Emergency Management Agency maintains two literature racks that display these brochures from the Federal Emergency Management Agency and the Massachusetts Emergency Management Agency. These racks are located in the Acton Memorial Library and the Acton Town Hall. Citizens are encouraged to take these free brochures. We would like to thank the Acton Memorial Library and the Acton Municipal Properties for their continued support in this project.

Special thanks go to the dedicated volunteers who make it possible to provide the various services to the Citizens of Acton. Without their support the Agency would not be able to assist the public when they need it the most. We are grateful to the Acton Fire, Highway, Building, Health, Municipal Properties, Engineering, Police and School Departments, along with the Acton Housing Authority and Council on Aging for their continued cooperation and assistance.

The Acton Emergency Management Agency is looking for new members in all areas of the organization, no experience is required; certified instructors provide all training. Use your skills to help your Community; for more information please call 264-9655

### Members

Campbell, Seth - Deputy Director  
 Chalmers, John - Member  
 Constantzos, Hector - Member  
 Corkum, Russell Jr. - Communications Officer (Deceased)  
 De Salvo, Steven C. - Member  
 Durk, Gordon - R.A.C.E. S./Communications  
 Hicks, Denise - Member  
 Hicks, Ken - Shelter Specialist  
 Hicks, Marge - Shelter Specialist  
 Hill, Lawrence - Member  
 Ingram, Connie Sue - Assistant Shelter Manager  
 Ingram, Connie Sue - Shelter Specialist  
 Ingram, Robert - Warning Officer  
 Jablonsky, Jennifer - Member  
 Johnson, Don - Director  
 Jones, Ann - Assistant Shelter Manager  
 Jones, Ann, - Shelter Specialist  
 Landry, Charles Jr. - Member  
 Landry, Carole - Secretary  
 Landry, Charles J. - Deputy Director/Shelter Manager  
 Landry, Maureen - Member  
 Murray, John - Director  
 Northup, William - R.A.C.E.S./Communications  
 Ohm, William - R.A.C.E.S./Communications  
 Reilly, Anne M. - Dispatcher

Reilly, Edward - Transportation & Equipment Officer  
 Saltsgaver, Brian, E.M.T./ Captain Auxiliary Fire  
 Department  
 Sawyer, Gail - Rehab. Team Coordinator/Explorer Advisor  
 Simon, Susanne L - Deputy Director/E.M.T.  
 Smith, Marc - Member  
 Wamboldt, Lillian - Member  
 Warren, Edward - Member  
 Watson, Randy - Member  
 Wright, Richard E. - R.A.C.E.S./Communications

## ACTON AUXILIARY FIRE DEPARTMENT

The Acton Auxiliary Fire Department is made up of individuals who have an interest in the fire service as a career or as a hobby. As a branch of the Acton Emergency Management Agency, the Auxiliary Fire Department and its members are trained and equipped to support other town agencies, such as the Acton Fire Department, the Acton Highway Department as well as other organizations in town, in both emergency situations and their everyday activities.

Department membership is open to all individuals over the age of eighteen who live or work within ten miles of the Emergency Management building and have an interest in the fire service.

The department is on automatic response to all fire department box alarms, providing lighting, changing of breathing apparatus and assisting with salvage and overhaul operations under the direction of the Acton Fire Department. The department responds to calls throughout the town of Acton.

In keeping with existing mutual aid agreements between the Acton Fire Department and the surrounding towns the auxiliary will respond when requested to provide support and rehabilitation services.

The department operates two primary vehicles, a 1980 light rescue, "Rescue 36" and a 1977 Dodge four-wheel drive pick up truck, "Engine 37".

Rescue 36 is equipped with an on-board generator, lighting equipment, submersible pumps and hoses as well as a variety of other equipment to support our operations. Rescue 36 can also be equipped with two portable Honda generators to provide power during critical power outages.

Engine 37 carries approximately 225 gallons of water, a pump as well as numerous tools and hoses. This vehicle is primarily used under the direction of the Acton Fire Department at large brush fires when off-road operations are necessary.

Another important role the auxiliary provides is in setting up a "rehab" or rehabilitation area for the personnel working a major fires and other critical emergencies. We carry "rehab" supplies on Rescue 36 consisting of towels, water and temporary seating. The auxiliary often will set up the "rehab area" when they arrive at a scene but are quickly relieved by members of the emergency management who take over releasing our member to assist with other duties.

This year the auxiliary has responded to 63 calls including:

9 structure fires	2 brush fires	4 special service calls
13 water calls	1 station coverage	2 fireworks displays
9 mutual aid calls	1 power outage	1 pep rally bonfire

The remaining calls covered everything from assisting with the Isaac Davis march (April 19), town fair and A-B Celebration '98. There were a great many small jobs as well. Such as assisting the Nursing Dept. by clearing snow from walks and drive-ways of some of their patients to allow easier access for their care givers.

The auxiliary fire department meets on the 2nd and 4th Monday of each month 7:30 pm at the Emergency Management Building on the corner of Rt. 27 and School St. in South Acton. If you have an interest in the fire service or in helping others please stop by and see us.

The following is our 1997 roster

Capt. Brian Saltsgaver EMT  
 Lt. Edward Reilly  
 Lt. Tom Muise EMT  
 FF Frank Lombardo  
 FF Matt Gamage  
 FF Wayne Niemi  
 FF Scott Krug EMT  
 FF Jeremy Medicus  
 FF Ann Jones  
 FF Gail Sawyer  
 Dispatcher Anne Reilly  
 FF Robert Holt-Resigned



## ACTON POST 7 SEARCH & RESCUE

Explorer Post 7 is a division of the Boy Scouts of America, sponsored by the Acton Lions Club, in conjunction with the Acton Emergency Management Agency. Meetings are held every Wednesday evening at 7:30 p.m. at the Emergency Management Headquarters on School Street in South Acton. New members, both male and female, between 14 and 22 years old are always welcome.

1997 was a very busy but successful year for the Explorer Post. We participated in many town activities including the annual Town Fair and the Acton-Boxborough Pep rally. We also assisted the Town of Bolton at their annual fair in September. We attended four Boy Scout camporees where we provided First Aid services to the Scouts. We also provided First Aid services at the Fall Festival at Devens in September and at the A-B Celebration on New Year's Eve.

Our Advisors and Members are re-certified annually in First Aid and CPR. In addition, 9 of our Advisors/Members were also certified this year as First Responders. Our Advisors took courses throughout the year in areas such as Youth Protection, Adult Leadership and Search and Rescue in order to provide an excellent Scouting program.

We wish to thank the Acton Lions Club for their continuing sponsorship in giving the youths of today the opportunity to work toward a better tomorrow.

### MEMBERS

Stephanie Green-President  
Kate Campbell-Vice President  
Shannon Rouvel-Secretary  
Lori Sawyer-Treasurer  
Steve Lombardo-Quartermaster  
Seth Cameron  
Mark Casey  
Christina Constantzos  
Jennifer Constantzos  
James Dwyer  
Annie Glickler  
Janie Gray  
Katrina Joblonsky  
Scott Landry  
Jen Martin  
Veronica Nazzaro  
Adam Rothfuchs  
John Rothfuchs  
Leila Sayles  
Edward Warren  
Tessa Wilson  
Jon Zollner

### ADVISORS

Gail Sawyer-SAR Tech III  
Ed Reilly  
Ann Jones  
Seth Campbell

### ALUMNI

Anne Reilly  
Randy Watson  
Dean and Meg Lambert  
Denise Hicks

## ACTON FIRE DEPARTMENT

It is my pleasure to submit the following Annual Report of the Acton Fire Department for 1997. Although the department was busy during the course of the year, I'm happy to report once again that there were no major fires and no loss of life or major injuries that resulted from fire incidents. The department did continue a trend of responding to a significant number of medical emergencies and accidents during the course of the year. As always we continued whenever possible to increase our training and to purchase new equipment so that we would be well prepared in the event of any incidents. Following is a brief synopsis of the highlights and changes that occurred during the course of the year.

### Personnel:

I would once again render my heartfelt thanks to all our personnel for their efforts and accomplishments during the course of the year. Without their contributions and involvement the success of the organization would not be what it is today. There were no changes of our personnel during the course of the year. It is with sadness and regret that I would report the passing of retired Fire Captain David Spinney and retired Call Firefighter Francis Malson.

### Apparatus and Equipment:

Our apparatus and equipment remained in good condition through the efforts of our maintenance officer Captain Donald Copeland and the mechanics of the Acton Highway Department. Most notable was the replacement of our 1991 ambulance with a 1997 Emergency One ambulance. Significant in this replacement was the fact that we have switched to a ambulance constructed on a larger truck type chassis. This was done for a number of reasons, such as greater durability due to heavier duty components, greater weight carrying capacity for equipment and increased outside compartment space.

Relative to equipment, we continued our program of equipping our engines with large diameter hose. At this point there are only two engines left to be equipped with large diameter hose to complete the transition process. Although not complete or in-service at the time of this writing, we also purchased and began installation of a completely new radio system for this department.

### Facilities:

Our facilities remained in good condition through the efforts of our on-duty personnel and with the assistance of the Municipal Properties Department. Extensive interior painting of the South Acton station was continued primarily by Firefighter James Kessler and a similar project continues in the Acton Center fire station primarily through the efforts of Firefighter/EMT Brian Richter.

### **Emergency Medical Services:**

As mentioned earlier, our emergency medical services are constantly utilized during the course of the year. Our performance in this area remained at an exceptional level due to the efforts of our EMS Coordinator Firefighter/EMT Robert Wetherbee assisted by Firefighter/EMT's Anita Arnum, James Ray, Tom Graham and Erick Currin. A major highlight in this area during the course of the year was the utilization of a committee that researched and put forward recommendations towards the purchase of the new ambulance. Their input to this process was invaluable, and their final efforts can be visualized with the purchase of the new ambulance. This committee was chaired by our EMS Coordinator Firefighter/EMT Robert Wetherbee assisted by Firefighter/EMT's Tom Graham, Bob Sabourin, Scott Morse, Acton Highway mechanic Robert Kendall and Acton Highway Superintendent Dick Howe. During the course of the year we also continued to maintain a high level of training including CPR training, defibrillator re-certification and normal EMT courses that are required to maintain certification both on a state and a national level.

### **Environmental Services:**

As the town continues to grow and much development and redevelopment takes place, the need for environmental assessments increases. During the course of the year there were 271 environmental assessments conducted and there were 28 underground storage tanks removed and inspected. Our efforts in this area are primarily conducted by Firefighter/EMT William Klauer who serves as our Underground Storage Tank Coordinator/Environmental Coordinator.

### **Fire Alarm:**

The Municipal Fire Alarm was expanded by several new Fire Alarm boxes during the past year. In addition we continued the medical call box program by adding two more medical call boxes. Our Fire Alarm Superintendent Lt. George Williams continued to maintain the system assisted by Firefighter Forrest Bean. During the course of the year new fire alarm panels were installed in the Acton Center fire station as well as at Fire Headquarters in West Acton. In addition, the Fire Alarm Division installed and then removed approximately twenty overhead banners for various civic groups.

### **Fire Prevention:**

Our fire prevention efforts continue to include the areas of engineering, enforcement and public education. Without a doubt, this is one of the areas that has expanded greatly in the past few years. The Deputy Fire Chief William Primiano, conducted 265 plan reviews and resultant inspections of both residential and commercial occupancies during the course of the year.

There also continued to be many opportunities for public education that were conducted by this Department. These included station tours, infant safety programs, school visits, school inspections, quarterly inspections, safety fair, etc. Firefighter/EMT William Klauer serves as our Public Education Coordinator for all these events. During the course of the year, Firefighter Klauer continued to attend monthly meetings of the Massachusetts Fire Prevention Association and was elected as Second Vice President of this association. He has attended several conferences relative to fire prevention and public education during the course of the year. This Department was also successful in obtaining a small grant to establish a S.A.F.E. (Student Awareness of Fire Education) program in various Acton Public Schools.

In October the Firefighters conducted a well attended Open House coordinated primarily through the efforts of Lt. Robert Vanderhoof. One of the highlights of the Open House was the display of the new ambulance, delivered just two days prior. It was not yet in service but was viewed by many with great interest and anticipation. In addition to Lt. Vanderhoof, there were many Firefighters and several firefighters wives who donated their time and efforts to put forth a very successful Open House public education program. Their efforts were very much appreciated by myself as well as the many citizens and their families that attended.

### **Hazardous Materials:**

There were no significant hazardous material incidents to report during the course of the year. Lt. David Soar and Firefighter/EMT Anita Arnum continued to train and operate as members of the Regional Hazardous Material Team. This regional team trains on a monthly basis and now consists of approximately 72 team members with three hazardous material vehicles at our disposal for a significant hazardous material incident. Also in the area of hazardous material, Lt. Robert Vanderhoof attended and completed a 5 day program to become trained in a computer program dealing with Hazardous Materials, and Firefighter/EMT Arnum will attend a similar program in January of 1998.

### **Training:**

One of our primary activities during the course of any year is our training. This very critical operation is directed by Lt. David Soar, our Training Officer. Total training hours for the department amounted to approximately 3,000 hours for both Fire and EMS training. During the course of the year many drills were conducted on an in-service basis for on-duty personnel. Of special note was an in-service Ice Rescue program conducted for personnel during the month of December. This combined classroom and practical exercise program was instructed by Firefighter/EMT Anita Arnum and Firefighter/EMT Erick Currin who both are certified instructors in this area of expertise. In addition, once again several of our personnel attended a state training weekend at the National Fire Academy. The Deputy Fire



Chief attended several arson investigation courses and was also instrumental in conducting several arson investigation courses.

One of the highlights of our training during the past year was a "live burn" that was conducted with a donated house on Charter Road. This was a multi-day exercise, the first two days of which were primarily fire and arson investigation for our own investigators, the Regional Fire Investigation Team, and the Metro Fire Arson Association. This tremendous undertaking was conducted by Deputy Chief William Primiano and Lt. David Soar. During the course of the two day arson program there was a press conference held with a formal presentation and acknowledgment of our Regional Arson Investigation Team by the State Fire Marshal Steven Coan as well as the Fire Chiefs and/or their representatives from the towns of Concord and Maynard which are the other participant towns in the Regional Arson Investigation Team.

Once again the Chief attended the Executive Fire Officer Symposium at the National Fire Academy as well as the Professional Development Conference sponsored by the Fire Chiefs Association of Massachusetts. Lt. Soar attended and graduated from the First Level Supervisors program of the Massachusetts Fire Fighting Academy. Many other personnel continue to attend numerous other Fire Academy and related rescue courses as well as college level courses in Fire Science programs. This year Firefighter/EMT Michael Lyons completed an Associate Degree Program in Fire Science.

### Conclusion:

The year of 1997 was an active year for this Department. As mentioned earlier, we were fortunate there were no significant fires, injuries or fire deaths. Once again I could not conclude my report without thanking the personnel of this Department for their consistent and continued assistance and cooperation. Their efforts and accomplishments during the course of the year resulted in a full service fire department that the residents of the Town can be proud of. I would also like to take this opportunity to thank all the other town departments and agencies for their assistance as well. I would especially like to thank the Emergency Management Auxiliary Fire Department for their continued support and assistance at fire scenes as well as other fire department activities during the course of the year. Their efforts are always beneficial and much appreciated. Following is a statistical summary of activities during the year as compiled and reported by Firefighter/EMT William Klauer:

Robert C. Craig  
Fire Chief

## ACTON FIRE DEPARTMENT ANNUAL STATISTICS - 1997

### FIRES

Chimney Fires	3
Structure Fires	21
Brush Fires	26
Illegal Burning	23
Motor Vehicle Fires	15
Personal Property Fires	7
Refuse Fires	6
Fire, Miscellaneous	1
Outside leak with fire	0
Controlled Burning	3

### ALARM INVESTIGATIONS

False Alarms	23
Alarm Malfunctions	191
Accidental Alarms	66
Alarm, other than fire	7

### HAZARDOUS CONDITIONS

Explosions	3
Lightening Strikes	5
Food on the stove	36
Leak, no ignition	21
Excessive heat	7
Power lines down	29
Electrical problem	42
Spill, hazardous material	2
Smoke condition	28
Gas leak	11
Lock in	6
MVA, no injuries	60
Miscellaneous	3

### INVESTIGATIONS

Carbon monoxide detectors	43
Complaint	3
Bomb scares	1
Smoke scare	2
Honest mistake	13
Nothing found	20
Odor	13
Other situations found	4
Power outage	4

### MEDICAL EMERGENCIES

Medicals, in town	737
Medicals, out of town	86
MVA with injuries	121



**SPECIAL SERVICE**

Assist police	3
Inspection	775
Master box activity	1,059
Lock outs	26
Miscellaneous	31
Water problems	17
Mutual aid dispatched	34

**TOTAL INCIDENT RESPONSES** **3637**

**PUBLIC EDUCATION REQUESTS**

Industrial programs	3
Pre-school programs	6
Grades 1-6 programs	6
Merit badges	14
Station tours	34

**TOTAL PUBLIC EDUCATION** **63**

**PERMITS**

Blasting	35
Fire Alarm Installation	26
Flammables	3
Underground storage	1
Propane Storage	35
Fuel oil storage or burner	103
Underground tank removal	28
Open burning	2,519
Sprinkler	17
Mobile/portable tanks	4
Miscellaneous	1
Powder	1
Agricultural	2
Fireworks	2

**TOTAL PERMITS** **2,777**

**SMOKE DETECTORS TESTED FOR COMPLIANCE** **1,390**

**POLICE DEPARTMENT****Members of the Acton Police Department****CHIEF OF POLICE**

George W. Robinson

**LIEUTENANTS**

John T. McNiff

Frank J. Widmayer

**SERGEANTS**

Robert Parisi

Thomas Rogers

Bruce Nadeau

James Cogan

Donald Palma

**PATROLMEN**

Christopher Browne

John Cooney

Todd Fenniman Luke Penney

Ronald Johnson Christopher Prehl

Paul Cogan Raymond LaRoche

Brian Goodman Raymond Grey

Robert Cowan Michael Cogan

Edward Lawton, Jr.

James Goodemote

Leo Gower

Scott Howe

Frederick Rentschle

Lisa Driscoll

Theresa Divirgilio

Kevin Heffernan

**MATRONS**

Faith Williams Linda Koch

Christine Joyce

**SECRETARY**

Faith Williams

**DISPATCHERS**

Faith Williams Kevin Antonelli

Anne Milligan Paul Connors

Gardena Abramowitz

Dean Keeler

Michelle Hoebeke

**OPERATIONAL ASSIGNMENTS**

Officer In Charge of Patrols

Lt. John McNiff

Officer In Charge of Special Services

Lt. Frank Widmayer

Officer In Charge of Detective Division

Det. Sgt. Robert

Parisi

Department Prosecutor

Det. Todd Fennimar

Detective

Det. Christopher

Browne

Detective, Special Services

Det. Raymond Grey

Youth Officer

Det. Christopher

Prehl

Safety/Crime Prevention Officer

Ptl. Robert Cowan

Training Officer

Lt. John McNiff

## STATISTICS

	1996	1997
Accident - No Injury	838	509
Accident with Injuries	95	88
Alarm Received	1013	1034
Animal Complaint	157	386
Arrests	291	307
Arson	2	0
Assault	49	32
Break & Entry	56	70
Bylaw Violation	6	9
Child Abuse Complaint	3	11
Civil Complaint	20	81
C.O.R.I. Record Check	18	18
Disturbance	365	413
Domestic Disturbance	71	65
Drug Violation	35	33
Fire Call	325	281
Forgery	3	2
General Service	2536	1684
Gun Violation	8	5
Health Hazard	11	85
Kidnapping Attempt	1	0
Larceny	341	358
Larceny of Motor Vehicle	32	16
Lockout	41	39
Malicious Destruction	196	215
Medical Emergency	542	523
Missing Person	94	81
Motor Vehicle Complaint	1381	1572
Mutual-Aid Call	58	103
Police Information	941	2242
Protective Custody	51	44
Rape	1	6
Warrant Recalled	8	0
Vehicle Repossession	5	7
Robbery/Armed or Unarmed	1	1
Security Check	1191	1250
Sexual Assault	6	7
Sudden Death	4	8
Suicide Attempt	12	16
Suspicious Activity	945	1181
Annoying Telephone Calls	152	90
Threatening	54	60
Traffic Citations	887	1596
Traffic Hazard	699	657
Trespassing Complaint	34	41
Total Count	13579	15226

## TRAINING

In keeping with the requirements of the Massachusetts General Laws and the provisions of the Department's own Gen-

eral Orders, recertification in the following was provided to each officer: Use of Force Policy, Use of OC (pepper mace) Spray, Use of the PR24 police baton, radar operation, infrared breath testing, LEAPS/NCIC computer operation, CPR, and First Responder Training. Our semi-annual Firearms qualifications, both with the service pistol and shotguns were conducted in May for a daylight shoot and in November for nighttime, dim-light, cold weather training.

Roll Call Training provided officers with discussions and handouts on changes in the MGL that will effect them in the exercise of their authority.

A special seminar was provided by the Office of The District Attorney focusing on enforcement of laws pertaining to Domestic Violence. This was followed by instruction on mental health issues by the staff of the Elliot Community Human Services, Inc.

All officers attended a 40 hour In-Service training program with studies in such areas as updates in criminal law, motor vehicle law, domestic violence, fitness and wellness, and officer survival. In addition to this some officers received specialized training specific to their particular assignment. Courses were provided in areas such as; Computer Related Investigations, Basic Photography, Basic Fingerprinting, Advanced Criminal Procedure, Rape Investigation, Advanced Search and Seizure, The Attorney General's Domestic Violence Seminars, Triad Conference on Crimes Against The Elderly, LEAPS Policies and Procedures, D.A.R.E. School, Commercial Vehicle Enforcement and Commercial Driver's License Enforcement.

Our newest officer, Leo Gower successfully completed the 21 week Massachusetts Training Council's Basic Recruit Academy at Lowell in December. He is now undergoing the department three month Field Training Program.

## YOUTH ACTIVITIES

The youth services division of the police department investigates all crimes where the victim(s) and/or perpetrator(s) are under the age of 18. In addition to these investigative duties, the detective assigned to this division taught the D.A.R.E. program to all Acton public school children in grades 4 and 6, gave instruction to children, community groups, public and private schools concerning stranger danger, bike safety, and Halloween safety talks. The detective assigned to this division also met weekly with high school administration personnel to share information concerning youth activity in the schools and the community, conducted tours and safety talks at the police station for boy-girl scout groups and other civic groups, and participated in a job shadowing day with high school students, met with students against drunk driving (SADD) and worked with the peer leaders group at the high school, and met and worked with the parent alliance group of Acton and Boxborough. This school year all DARE graduations are now televised on Acton public

cable television and the DARE program also has a section on the Acton Police Department web page, and also provides a web address for students to contact the DARE officer with questions or concerns. The youth services division also fingerprinted over 400 children and handed out Halloween safety bags and other safety literature at Octoberfest, coordinated and assisted with over 200 photos of children during the yearly photo with Santa Claus held at the police station.

This year the youth services/DARE division has had some changes in regards to personnel. Detective Todd Fenniman was reassigned from the youth services/DARE officer to court prosecutor and Officer Christopher Prehl has been reassigned from the patrol division to the detective division and now assumes the duties as the youth services/DARE officer.

The DARE division has also applied for and received a grant to send an additional officer to be trained in the DARE curriculum who will assist Detective Prehl with this program.

George W. Robinson  
Chief of Police





# LEGISLATIVE

## ABSTRACT OF THE ANNUAL TOWN MEETING HELD APRIL 7, 1997 WITH ADJOURNED SESSIONS HELD APRIL 8, APRIL 9, AND APRIL 10, 1997

### # OF REGISTERED VOTERS ATTENDING TOWN MEETING

MONDAY	APRIL 7	530
TUESDAY	APRIL 8	686
WEDNESDAY	APRIL 9	662
THURSDAY	APRIL 10	349

The Moderator called the meeting to order on Monday, April 7, 1997 at 7:30 p.m. After welcoming the attendees to the Annual Town Meeting, Mr. MacKenzie introduced Rev. Mary Weber Saylor, Clergywoman at the Acton Congregational Church. Rev. Saylor gave the invocation. Mr. MacKenzie noted that this was the 262nd Annual Town Meeting and the first time that a woman gave the invocation at the Town Meeting.

The Moderator then introduced Nancy Tavernier, Chairman of the Board of Selectmen. Mrs. Tavernier introduced the Town Clerk, Town Counsel, Town Manager, the other members of the Board of Selectmen, the Town Accountant, Andy Nikolaev, Intern for the Town Manager and the Assistant Town Manager. The Moderator then introduced David Steinhilper, Chairman of the Finance Committee. Mr. Steinhilper introduced the members of the Finance Committee.

Mr. MacKenzie gave a brief review of Town Meeting rules and regulations and explained that he would read the Consent Calendar. He informed the members of Town Meeting that any articles read on the Consent Calendar could be "HELD" if two or more voters called for them to be "HELD" for discussion when he got to that article.

**MOTION: MRS. TAVERNIER** moves that the Town take up the 18 articles in the Consent Calendar on Pages 21 and 22 of the Warrant except that the dollar amount in Article 5 shall be amended to read \$183, 650.00, and the dollar amount in Article 7 shall be amended to read \$27,758.00.

The Moderator called the individual articles as follows:

### ARTICLE

### TITLE

- 3\* Council on Aging Enterprise Budget: Move that the Town raise and appropriate \$36,916 for the purpose of providing van service, and to raise such amount \$46,916 be transferred from the Council on Aging Enterprise Fund.
- 5\* Septage Disposal Enterprise Budget: Move that the Town raise and appropriate \$187,150 for the purpose of septage disposal, and to raise such amount \$187,150 be transferred from the Septage Disposal Enterprise Fund.
- 7\* Merriam School Offset Receipts Budget: Move that the Town raise and appropriate \$24,758 for the purpose of maintaining the Merriam School Building, and to raise such amount \$24,758 be transferred from the Merriam School Offset Receipts Budget.
- 34\* Accessory Uses: Move in the words of the article.
- 35\* Special Permit Exemption: Move in the words of the article.
- 38\* Corrections, Clarifications: Move in the words of the article.
- 48\* Chapter 90 Highway Reimbursement Program: Move the Selectmen are authorized to accept Highway funds from all sources and such funds are hereby appropriated for highway purposes.
- 49\* Emergency/Disaster Aid Appropriations: Move in the words of the article.
- 50\* Relocate Ledge Rock: Move in the words of the article.
- 51\* Sales of Town Land: Move in the words of the article.
- 52\* Abandon Easement: Move in the words of the article.
- 53\* Street Acceptances: Move that the Town accept as a public way the streets listed in the Article, as laid out by the Board of Selectmen according to the plans on file with the Town Clerk, and authorize the Board of Selectmen to take the fee or easements for drainage, utility, or other purposes where shown on said plans or described in the Order of Layout. "HELD"
- 54 \* Charter Road Easement: Move in the words of the article.
- 55\* School St. Easements: Move in the words of the article.

- 56\* School Street Easement - Hancock: Move in the words of the article. **"HELD"**
- 57\* Accept Gift - Marshall Crossing: Move in the words of the article. **"HELD"**
- 58\* Accept Gift - New View: Move in the words of the article.
- 59\* Accept Gift - Dentino: Move in the words of the article.

Motion carries unanimously except for article 53, 56, and 57 which were **"HELD"**.

**MONDAY, APRIL 7, 1997**

## ARTICLE 1

The Moderator called the meeting to order at 7:30 p.m. on April 7, 1997.

## CONSENT CALENDAR:

**MOTION: MS. TAVERNIER** moves that the Town take up the 18 Articles as listed in the Consent Calendar on pages 21 and 22 of the Warrant except that the dollar amount in Article 5 shall be amended to read \$183,650 and the dollar amount in Article 7 shall be amended to read \$27,758.

**Moderator** calls individual Articles:

- Article 3\* Council on Aging Van Enterprise Budget
- Article 5\* Septage Disposal Enterprise Budget
- Article 7\* Merriam School Offset Receipts Budget
- Article 34\* Accessory Uses
- Article 35\* Special Permit Exemption
- Article 38\* Corrections, Clarifications
- Article 48\* Chapter 90 Highway Reimbursement Program
- Article 49\* Emergency/Disaster Aid Appropriations
- Article 50\* Relocate Ledge Rock
- Article 51\* Sale of Town Land
- Article 52\* Abandon Easement
- Article 53\* Street Acceptances **"HELD"**
- Article 54\* Charter Road Easement

Article 55\* School Street Easement

Article 56\* School Street Easement - Hancock **"HELD"**

Article 57\* Accept Gift - Marshall Crossing **"HELD"**

Article 58\* Accept Gift - New View

Article 59\* Accept Gift - Dentino

Moderator asks that the Consent Calendar, absent those Articles put on hold, now be passed.

**MOTION CARRIES UNANIMOUSLY.**

## ARTICLE 1 CHOOSE TOWN OFFICERS (Majority Vote Required)

To choose all necessary Town Officers and Committees and to fix the salaries and compensation of all the elective officers of the Town as follows:

Moderator	\$20.00 per Town Meeting session
Board of Selectmen	
Chairman	\$750.00 per year
Member	\$650.00 per year

**MOTION CARRIES UNANIMOUSLY.**

## MOTIONS:

**MS. TAVERNIER** moves that the Town fix the compensation for elected officers as shown in the warrant.

**MALCOLM S. MACGREGOR** nominates **EDWARD BENNETT** as a Trustee of the West Acton Fireman's Relief Fund, term to expire in 2000.

**WILLIAM KLAUER** nominates **ALLEN NELSON** as a Trustee of Acton's Fireman's Relief Fund, term to expire in 2000.

**SHIRLEY TOWLE** nominates **MABEL GREKULA** as a Trustee of the Charlotte Goodnow Fund, term to expire in 2000.

**JOHN POWERS** nominates **EDWIN H. MILLER** as a Trustee of the Elizabeth White Fund, term to expire in 2000.

**ROBERT LOOMIS** nominates **MADELEINE KADUBOSKI** as a Trustee of the Citizen's Library Association of West Acton, term to expire in 2000.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 2 HEAR AND ACCEPT REPORTS**  
(Majority Vote Required)

To see if the Town will accept reports and hear and act upon the report of any committee chosen at any previous Town Meeting that has not already reported, or take any other action relative thereto.

**MOTION:**

**MS. TAVERNIER** moves that the Town accept the reports of the various Town Officers and Boards as set forth in the 1996 Town Report and that the Moderator calls for any other reports.

**MR. CROSWELL** READ A REPORT ON  
**DELLY'S CORNER CIRCULATION PLAN.**  
**MRS. HUBER** READ A REPORT ON THE  
**RUSTESS OF THE MEMORIAL LIBRARY.**

**MOTION TO ACCEPT ALL REPORTS CARRIES.**

**ARTICLE 3\* COUNCIL ON AGING**  
**ENTERPRISE BUDGET**  
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$46,916, or any other sum, to operate the Senior Van Service, in accordance with Mass General Laws Chapter 44, Section 53F1/2, Enterprise Fund Law, or take any other action relative thereto.

**MOTION: [Consent]**

**MR. KABAKOFF** moves that the Town raise and appropriate \$46,916.00 for the purpose of providing a van service, and raise such amount, \$46,916.00 be transferred from the Council on Aging Enterprise Fund.

**CONSENT MOTION CARRIES**

**ARTICLE 4. NURSING ENTERPRISE BUDGET**  
(Majority Voted Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$587,682.00 or any other sum, to provide Public Health and Visiting Nurse Services, in accordance with Mass. General Laws Chapter 44, Section 53F1/ Enterprise Fund Law, or take any other action relative thereto.

**MOTION:**

**MR. FRIEDRICHS** moves that the Town raise and appropriate \$587,682.00 for the purpose of providing Public Health Nursing Services, and to raise such amount, \$587,682.00 be transferred from the Nursing Enterprise Fund.

**MOTION CARRIES UNANIMOUSLY.**

**CONSENT**

**ARTICLE 5\* SEPTAGE DISPOSAL**  
**ENTERPRISE BUDGET**  
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$183,650, or any other sum, for the purpose of septage disposal, in accordance with Mass General Laws Chapter 44, Section 53F1/2, Enterprise Fund Law, or take any other action relative thereto.

**MOTION: [Consent]**

**MR. MULLIN** moves that the Town raise and appropriate \$183,650.00 for the purpose of Septage Disposal and to raise such amount, \$183,650.00 be transferred from the Septage Disposal Enterprise Fund.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 6 NESWC ENTERPRISE BUDGET**  
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$1,473,014, or any other sum, for the purpose of solid waste disposal, in accordance with Mass General Laws Chapter 44, Section 53F1/2, Enterprise Fund Law, or take any other action relative thereto.

**MOTION:**

**MR. MULLIN** moves that the Town raise and appropriate \$1,473,014.00 for the purpose of Solid Waste Disposal, and to raise such amount, \$806,014 be transferred from the NEWSW Enterprise Fund and \$667,000.00 be raised and appropriated.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 7\* MERRIAM SCHOOL**  
**OFFSET RECEIPTS BUDGET**  
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$27,758, or any other sum, for the purpose of maintaining and operating the Merriam School, in accordance with Mass General Laws, Chapter 44, Section 53E, Offset Receipts Law, or take any other action relative thereto.

**MOTION: [Consent]**

**MS. HARTING-BARRAT** moves that the Town raise and appropriate \$27,758.00 for the purpose of maintaining the Merriam School, and that the receipts from the rental of the



Merriam School be set aside as a separate fund under M.G.L., Chapter 44, Section 53E to, meet this appropriation.

**CONSENT MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 8 TOWN OPERATING BUDGET**  
(Majority Vote Required)

To see what sums of money the Town will raise and appropriate, or appropriate from available funds, to defray the necessary expenses of the several departments, offices and boards of the Town, exclusive of the school budgets, or take any other action relative thereto.

**MOTION:**

**MS. TAVERNIER** moves that the Town Budget for the period July 1, 1997 to June 30, 1998 in the amount of \$12,572,438.00 be raised and appropriated in its entirety, except that \$69,435.00 be transferred from the Cemetery Trust Fund for Cemetery use, and further that the Town Manager be authorized to sell, trade or dispose of vehicles being replaced and to expend any proceeds received for such new vehicles.

**MOTION CARRIES UNANIMOUSLY.**

Mr. MacKenzie reads the names of the Volunteers of the Board and Committees for the Town of Acton.

**GET INFORMATION FROM THE  
VOLUNTEER COORDINATING COMMITTEE.**

**ARTICLE 9# ACCEPT SECTION 108L  
OF CHAPTER 41 (QUINN BILL)**  
(Majority Vote Required)

To see if the town will vote to accept Section 108L of Chapter 41 of the Massachusetts General Laws, relating to a Police Career Incentive Pay Program, or act in any other manner in relation thereto. (This legislation is known as the QUINN BILL)

**MOTION:**

**MR. HAASE** moves that the Town accept Section 108L of Chapter 41 of the Massachusetts General Laws, relating to a Police Career Incentive Pay Program as set forth in the Article.

**MOTION LOST.**

**ARTICLE 10# APPROPRIATE FUNDS IN  
CONJUNCTION WITH 108L  
OF CHAPTER 41 (QUINN BILL)**  
(Majority Vote Required)

To see if the Town will raise and appropriate or appropriate from existing funds the sum of \$66,134.00 or any other sum in

accordance with Mass. General Law Chapter 41 Section 108 know as the "Quinn Bill" (the police career incentive pa program), or take any other action relative thereto.

**MOTION:**

**MS. TAVERNIER** moves to take no action.

**MOTION CARRIES.**

**MR. GRAESSER** MOVES TO ADJOURN THIS SESSION OF TOWN MEETING UNTIL 7:30 P.M. ON APRIL 8, 1997 AT THE ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL AUDITORIUM.

**MOTION CARRIES.**

**APRIL 8, 1997  
THE MODERATOR CALLED THE  
MEETING TO ORDER AT 7:30 P.M.**

**ARTICLE 11 ACTON PUBLIC SCHOOLS BUDGET**  
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$12,971,018, or any other sum, to defray the necessary expenses of the Local Schools, or take any other action relative thereto.

**MOTION:**

**MS. HARTING-BARRAT** moves that the Town raise and appropriate \$12,971,018.00 for the Acton Local Schools for the period July 1, 1997 to June 30, 1998, and to raise such amount \$144,000.00 be transferred from Free Cash and \$12,827,018.00 be raised and appropriated.

**MOTION CARRIES.**

**ARTICLE 12 BUDGET TRANSFER**  
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, an amount of money to be used in conjunction with funds appropriated under the current fiscal year's budgets to be used during the current fiscal year, or make any other adjustments to the current fiscal year budgets and appropriations that may be necessary, or take any other action relative thereto.

**MOTION:**

**MS. HARTING-BARRAT** moves that the Town appropriate \$53,000.00 to be used in conjunction with the funds appropriated to the Acton Local Schools Budget for the current fiscal year, and to raise such amount, \$53,000.00 be transferred from Free Cash.

**MOTION CARRIES.**

**ARTICLE 13 ACTON-BOXBOROUGH  
REGIONAL SCHOOL ASSESSMENT  
(Majority Vote Required)**

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$10,705,049, or any other sum, to defray the necessary expenses of the Acton-Boxborough Regional School, or take any other action relative thereto.

**MOTION:**

**MS. STUNTZ** moves that the Acton Boxborough Regional School Assessment for the period July 1, 1997 to June 30, 1998, in the amount of \$10,705,049.00 be raised and appropriated in its entirety, and to raise such amount, \$70,000.00 be transferred from Free Cash and \$10,635,049.00 be raised and appropriated.

**MOTION CARRIES.**

**ARTICLE 14 MINUTEMAN REGIONAL  
SCHOOL ASSESSMENT  
(Majority Vote Required)**

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$326,278, or any other sum, to defray the necessary expenses of the Minuteman Science and Technology High School, or take any other action relative hereto.

**MOTION:**

**MR. WILTSE** moves that the Minuteman Science and Technology High School Assessment for the period July 1, 1997 to June 30, 1998, in the amount of \$326,278.00, be raised and appropriated in its entirety.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 15 MINUTEMAN TECH REALLOCATE  
BUDGET ACCORDING TO RE-  
GIONAL AGREEMENT  
(Majority Vote Required)**

To see if the Town will vote to reallocate its required share of the Minuteman Regional Vocational Technical School District budget in accordance with the regional agreement as permitted by Section 16B of Chapter 71 of the General Laws, or take any other action relative thereto.

**MOTION:**

**MR. WILTSE** moves that the Town reallocate its required share of the Minuteman Science and Technology High School

District Budget in accordance with the Regional Agreement as permitted by Section 16B of Chapter 71 of the General Laws.

**MOTION CARRIES.**

**ARTICLE 16 CAPITAL ARTICLE —  
ACTON PUBLIC SCHOOLS  
(2/3 Vote Required)**

To see if the Town will raise and appropriate, appropriate from available funds, or borrow the sum of \$665,000, or any other sum, which shall be contingent upon the passage of a Proposition 2 1/2 Debt Exclusion Override, for the purpose of remodeling, reconstructing and making extraordinary repairs to the Conant, Douglas, Gates, Merriam and McCarthy-Towne Schools and to the Blanchard Auditorium and for the purchase of equipment, including any architects' and engineering fees and other costs incidental thereto and determine whether such appropriation shall be raised by borrowing or otherwise; or take any other action relative thereto.

**MOTION:**

**MS. HARTING-BARRAT** moves that the Town appropriate \$665,000.00 to be expended by the Acton Public Schools for the purpose of remodeling, reconstructing and making extraordinary repairs to the Conant, Douglas, Gates, Merriam and McCarthy-Towne Schools and to the Blanchard Auditorium, including the purchase of equipment, architects' and engineers' fees, and that to raise such amount, the Treasurer, with the approval of the Selectmen, is authorized to borrow \$665,000.00 under G.L. c.44, s.7(3A) & (9); and that the Town raise and appropriate \$49,875.00 for the payment of interest and underwriting costs on such borrowing in Fiscal Year 1998; provided, however, that this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L., c.59, s21C (Proposition 2 1/2) amounts required to pay the principal and interest on the borrowing authorized by this vote.

**MOTION CARRIES UNANIMOUSLY**

**ARTICLE 17 CAPITAL ARTICLE —  
ACTON BOXBOROUGH  
REGIONAL SCHOOLS  
(Majority Vote Required)**

To see if the Town will vote to approve the amount of \$950,000 debt authorized by vote of the Acton-Boxborough Regional District School Committee for the purpose of remodeling and making extraordinary repairs to the Regional High School and for the purchase of equipment, including any architects' fees and other costs incidental thereto, or take any other action relative thereto.

**MOTION:**



**MS. STUNTZ** moves that the Town approve the amount of \$900,000.00 debt authorized by vote of the Acton-Boxborough Regional School Committee on March 27, 1997, for the purpose of remodeling and make extraordinary repairs to Regional High School buildings, including any architects' fees, and for the purchase of equipment, and other costs incidental thereto.

**MR. ADELMAN** moves to amend the original motion by adding at the end of the motion the words "provided, however, that this approval shall not be effective unless the Town votes to exempt from the limitation on total taxes imposed by G.L., c.59, s21C (Proposition 2 1/2 amounts required to pay the principal and interest on the borrowing approved by this vote."

**MR. ADELMAN'S MOTION IS LOST.**

**ORIGINAL MOTION CARRIES UNANIMOUSLY.**

**MS. TAVERNIER** MOVES TO ADJOURN THIS SESSION OF TOWN MEETING AT 10:50 P.M. UNTIL WEDNESDAY, APRIL 9, 1997 AT THE ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL AUDITORIUM.

**MOTION CARRIES.**

**APRIL 9, 1997 MODERATOR CALLED  
THE MEETING TO ORDER AT 7:30 P.M.**

**MS. TAVERNIER** moves to take up Article 19 before Article 18.

**MOTION CARRIES.**

**ARTICLE 19 AMEND TOWN BYLAWS —  
SEWER USER FEES  
(Majority Vote Required)**

To see if the Town will amend Chapter D10(b) of the Town Bylaws by changing the percentage contribution of the town; or take any other action relative thereto:

**MOTION:**

**MS. TAVERNIER** moves to amend Chapter D10(b) of the Town Bylaws to read as follows:

"The entire cost of laying out, constructing and operating the sewage collection, treatment and disposal facilities in the town shall be paid by a combination of sewer assessments on the land served by such facilities, including municipal and other public land, and by user charges."

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 18 MIDDLE FORT POND BROOK  
SEWER DISTRICT  
(2/3 Vote Required)**

To see if the Town will raise and appropriate, appropriate from available funds, or borrow the sum of \$11,500,000, or any other sum, which shall be contingent upon the passage of Proposition 2 1/2 Debt Exclusion Override, to be expended by the Town Manager for the purpose of financing the planning, design and construction of sewers and wastewater treatment plant, or any portion thereof, for the Middle Fort Pond Brook Sewer District including, without limitation, all costs and any related expenses thereof as defined in Section 1 of Chapter 29C of the General Laws; or take any other action relative thereto.

**MOTION:**

**MR. HUNTER** moves that \$11,500,000.00 is appropriated for the purpose of financing the planning, designing, and construction of sewers and wastewater treatment plant facilities for the Middle Fort Pond Brook Sewer District, including without limitation, all costs therefor as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$11,500,000.00 and issue bonds or notes therefor under Chapter 44 of the General Laws and/or Chapter 29C of the General Laws; that the Treasurer with the approval of the Board of Selectmen is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; and that the Town Manager is authorized to enter into a project regulatory agreement with the Department of Environmental Protection, to expend all funds available for the project and to take any other action necessary to carry out the project.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 20 SUPPLEMENTAL SITE  
IDENTIFICATION STUDY  
(Majority Vote Required)**

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$60,000, or any other sum to be expended by the Town Manager to fund work by Town Employees or engage the services of a consultant or consultant to conduct a Site Identification Study in regard to the wastewater disposal needs of the entire Town; and to further authorize the Town Manager to apply for, accept and expend Federal and State grants available for these purposes, or take any other action relative thereto



**MOTION:**

**MR. HUNTER** moves that the Town appropriate the sum of \$60,000.00 to be expended by the Town Manager for engineering and related services to identify sites to serve the wastewater disposal needs of the entire town and that to raise such amount, the remaining balance of \$21,403.20 be transferred from the proceeds of Article 47 of the 1986 Annual Town Meeting and the remaining balance of \$24,344.13 be transferred from the proceeds of Article 48 of the 1986 Annual Town Meeting and \$14,252.67 be raised and appropriated; and that the Town Manager is authorized to apply for, accept and expend any Federal and State Grants available for these purposes.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 21 SEPTIC SYSTEM LOAN PROGRAM**  
(2/3 Vote Required)

To see if the Town will vote to appropriate a sum of money to be expended by the Town Manager for the purpose of financing the following water pollution abatement facility projects: Repair, replacement and/or upgrade of septic systems, pursuant to agreements with the Board of Health and residential property owners, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws, to determine whether this appropriation shall be raised by borrowing from the Massachusetts Water Pollution Abatement Trust, or otherwise; or take any other action relative thereto.

**MOTION:**

**MRS. TAVERNIER** moves that \$200,000 is appropriated for the purpose of financing the following water pollution abatement facility projects: repair, replacement and/or upgrade of septic systems, pursuant to agreements with the Board of Health and residential property owners, including without limitation all costs thereof as defined in Section 1 of Chapter 29C of the General Laws; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow \$200,000 and issue bonds or notes therefor under G.L. c.111, Section 127B1/2 and/or Chapter 29C of the General Laws; that project and financing costs shall be repaid by the property owners, in accordance with those agreements, but such bonds or notes shall be general obligations of the Town; that the Treasurer with the approval of the Board of Selectmen is authorized to borrow all or a portion of such amount from the Massachusetts Water Pollution Abatement Trust established pursuant to Chapter 29C and in connection therewith to enter into a loan agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the projects or for the financing thereof; and that the Town Manager is authorized to enter into a project regulatory

agreement with the Department of Environmental Protection, to expend all funds available for the projects and to take any other action necessary to carry out the projects.

**MOTION CARRIES UNANIMOUSLY.**

The moderator then moves directly to Article 25 after receiving a note from the School Committee that this presentation is very long and they would like to take up Articles 22, 23, and 24, at the next session of Town Meeting.

**ARTICLE 25 PLOWING OF PRIVATE WAYS**  
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$10,000, or any other sum, to be expended by the Town Manager for the cost associated with the plowing of private ways open to public use as designated by the Board of Selectmen, or take any other action relative thereto.

**MOTION:**

**MR. FRIEDRICHS** moves that the Town raise and appropriate \$10,000.00 to be expended by the Town Manager for the plowing of private ways open to public use as designated by the Board of Selectmen.

**MOTION CARRIES.**

**ARTICLE 26 MORRISON LAND**  
(2/3 Vote Required)

To see if the Town will raise and appropriate, appropriate from available funds or borrow the sum of \$1,300,000, or any other sum, which shall be contingent upon the passage of a proposition 2\_ Debt Exclusion Override, to be expended by the Town Manager for the purpose of acquiring by purchase, eminent domain or otherwise the 32.56 acre Morrison Property located on Concord Road, Acton Town Atlas Map F-4 Parcel 34, or take any other action relative thereto.

**MOTION:**

**MR. MULLIN** moves that the Town raise and appropriate \$1,300,000.00 to be expended by the Town Manager for the acquisition by purchase, eminent domain, or otherwise of a parcel of land known as the Morrison Property for general municipal purposes; said land consisting of 32.56 acres, more or less, and being located on the northerly side of Concord Road and bordered on its westerly side by Woodlawn Cemetery and on its easterly side by Ice House Pond, as shown on Acton Town Atlas Map F-4, Parcel 34; and that to raise such amount, the Treasurer, with the approval of the Selectmen, is authorized to borrow \$1,300,000.00 under G.L. c.44, s.7(3); and that the Town raise and appropriate \$162,500.00 for the payment of interest and underwriting costs on such borrowing in Fiscal Year 1998; and

that the Town Manager is authorized to apply for, accept and expend any Federal and State Grants available for these purposes provided, however, that this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by G.L., c.59, s21C (Proposition 2 1/2) amounts required to pay the principal and interest on the borrowing authorized by this vote.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 27 HALLOWEEN RESOLUTION**  
(Majority Vote Required)

To see if the Town will vote to adopt the following Resolution on the Celebration of Halloween, or take any other action relative thereto.

**A RESOLUTION ON THE  
CELEBRATION OF HALLOWEEN**

**BE IT RESOLVED** that the good citizens of Acton at the duly constituted Town Meeting convened on April 7, 1997 hereby establish rules of behavior for the observance of and activities related to Halloween, an annual celebration that takes place on October 31.

**WHEREAS** the normal custom is for children to dress up in costumes and go door-to-door in their neighborhoods seeking treats from any neighbor who wishes to participate.

**WHEREAS** the activities of Halloween should be safe and enjoyable for all, the Town of Acton establishes the following rules of behavior:

1. The hours for door-to-door visiting on October 31 should be limited to 5:00 P.M. to 8:00 P.M.
2. Residents should signal their willingness to participate in these customs by illuminating an outdoor light at 5:00 P.M. and by turning it off no later than 8:00 P.M.
3. All children and adults must respect the rights of residents who choose not to participate in the Halloween custom.
4. All children who wish to visit door-to-door should be 13 years of age or under.
5. All children who wish to visit door-to-door should be accompanied by an adult.
6. All children should stay in their immediate neighborhood.

**THEREFORE BE IT FURTHER RESOLVED THAT** through the adoption of this resolution, the citizens of Acton

define Halloween activities that are acceptable to the community as: those that do not harass, intimidate, physically harm, threaten or frighten others; and those that do not destroy, deface, or remove personal or public property.

**MOTION:**

**MR. HUNTER** moves that the Town support the Resolution as set forth in the Article.

**MRS. LEEDS** moves to amend this motion by deleting sections 4,5, and 6.

**TOTAL VOTE 200**  
**YES 92 NO 108 MOTION IS LOST.**

**RESOLUTION IS LOST.**

**MRS. TAVERNIER** moves to adjourn this session of Town Meeting until Thursday, April 10, 1997 at 7:30 P.M. at the Acton-Boxborough Regional High School Auditorium.

**MOTION CARRIES.**

**APRIL 10, 1997. MODERATOR CALLED  
THE MEETING TO ORDER AT 7:32 P.M.**

**WE THEN MOVE TO ARTICLES 22, 23, 24.**

**ARTICLE 22 ACTON PUBLIC SCHOOLS  
FEASIBILITY STUDY**  
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$120,000, or any other sum for the purpose of a school facilities feasibility study, including costs incidental and related thereto, or to take any other action relative thereto.

**MOTION:**

**MS. HARTING-BARRAT** moves that the Town raise and appropriate \$120,000.00 for the purpose of a school facilities feasibility study, including costs incidental thereto and that to raise such amount, \$120,000.00 be transferred from Free Cash and that the Town Meeting authorize the School Committee to appoint a Local School Building Committee which will follow the guidelines established by the Commonwealth and the Town of Acton.

**MOTION CARRIES.**

**ARTICLE 23 ACTON PUBLIC SCHOOLS  
MODULAR CLASSROOMS**  
(Majority Vote Required)



To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$300,000, or any other sum, for the purpose of acquiring and installing modular classrooms and to pay other costs incidental and related thereto, or take any other action relative thereto.

**OTION:**

**MS. HARTING-BARRAT** moves that the Town raise and appropriate \$300,000.00 for the purpose of purchasing and installing modular classrooms for the Acton Public Schools and that to raise such amount, \$300,000.00 be transferred from Free cash.

**OTION CARRIES UNANIMOUSLY.**

**ARTICLE 24 ACTON BOXBOROUGH REGIONAL SCHOOL DISTRICT FEASIBILITY STUDY (Majority Vote Required)**

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$28,500 or any other sum for the purpose of paying the town's apportioned share of the costs of a school facilities feasibility study, including costs incidental and related thereto, or to take any other action relative thereto.

**OTION:**

**MS. STUNTZ** moves that the Town raise and appropriate \$28,500.00 for the purpose of funding the Town's share of a school facilities feasibility study, including costs incidental thereto, by the Acton Boxborough Regional School District; and that to raise such amount, \$28,500.00 be transferred from Free cash.

**OTION CARRIES UNANIMOUSLY.**

**ARTICLE 28 AMEND CHARTER — VARIOUS SECTION REVISIONS (2/3 Vote Required)**

To see if the Town will vote to amend the Charter as follows:

**NOTE:** (additions are underlined and deletions are [bracketed])

**1. SECTION 4-1 Board of Selectmen, (b) Powers and Duties:**

"The selectmen...may make appointments to temporary posts and advisory committees they create for special purposes."

**2. SECTION 4-2 Appointment Powers, Selectmen**

**Numbers Of Members      Length Of Term (Years)**  
Add in alphabetical order:

<u>Acton Community Housing Corporation</u>	<u>5-7</u>	<u>3</u>
<u>Acton/Boxborough Cultural Council</u>	<u>7 Acton</u>	<u>1</u>
<u>Board of Assessors (Alternate Members)</u>	<u>1 or more</u>	<u>3</u>
<u>Hanscom Field Advisory Commission</u>	<u>1 (+1 alternate)</u>	<u>3</u>
<u>Historic District Commission</u>	<u>6</u>	<u>3</u>
<u>Historic District Commission (Alternate Members)</u>	<u>4</u>	<u>3</u>

**3. SECTION 5-3 Operating [Manual] Policies and Procedures:**

Delete the existing section:

"[The town manager shall be responsible for the development and publication of a Town of Acton Operating Manual. The manual shall be approved by the selectmen before its initial publication. The first issue of the manual shall be approved and published within one year of the adoption of this charter. The manual shall be updated by the town manager and approved by the selectmen. The manual shall include sections on town goals, policies, operating practices, procedures, and such other information as is deemed necessary.]"

and replace with the following section:

"Subject to the approval of the selectmen, the town manager shall be responsible for the development and publication of operating policies and procedures. These shall include town goals, policies, operating practices, decision-making procedures, and such other information as is necessary."

**4. SECTION 5-4 Organizational Planning:**

"The annual report shall contain [a joint report] reports from the selectmen and town manager describing any yearly changes, the reasons for the changes, and noting organizational plans for the future."

**5. SECTION 6-2 Budget Estimates:**

"[By the first day of December] The town manager shall submit to the selectmen [a detailed budget estimate for the town for the next fiscal year (except for the school budget-estimate) containing the information and in the format directed by the selectmen] and the finance committee, not less than one hundred days prior to the start of the annual town meeting (as defined in Town of Acton Bylaws Chapter A, Section 2), an estimate of the expenditures and revenues of the town for the next fiscal year."

**Revised Text to read:**

"The town manager shall submit to the selectmen and the



finance committee, not less than one hundred days prior to the start of the annual town meeting (as defined in Town of Acton Bylaws Chapter A, Section 2), an estimate of the expenditures and revenues of the town for the next fiscal year.”

**6. SECTION 6-3 Selectmen’s Budget Recommendations:**

“[On or before the twentieth day of December,] The selectmen shall transmit a copy of their budget together with their changes and recommendations to each member of the finance committee not less than sixty days prior to the start of the annual town meeting (as defined in Town of Acton Bylaws Chapter A, Section 2).”

**Revised Text to read:**

“The selectmen shall transmit a copy of their budget, together with their changes and recommendations, to each member of the finance committee not less than sixty days prior to the start of the annual town meeting (as defined in Town of Acton Bylaws Chapter A, Section A).”

**7. SECTION 7-7 Record Keeping:**

“All agencies shall keep records of meetings which must be filed with the Town Clerk and made available to the public for examination. Copies may be made at individual’s expense.”

or take any other action relative thereto.

**MOTION:**

**MS. TAVERNIER** moves to adopt the amendments to the Charter as set forth in the Article, except that in Section 4-2 the length of term for the Acton-Boxborough Cultural Council shall be 3 years.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 29 AMEND TOWN BYLAWS —  
ANIMAL CONTROL  
(Majority Vote Required)**

To see if the Town will amend Chapter E, Section 24. of the Town Bylaws by deleting the words “at large to the injury or nuisance of others” at the end of the sentence and adding wording as indicated below:

**NOTE:** (additions are underlined, deletions are [bracketed])

Section E24. No person owning or keeping any animal in the Town of Acton shall permit the animal to go [at large to the injury or nuisance of others ] outside the boundaries of the property of its owner or keeper and not under the complete and effective control of said owner or keeper by means of a leash or otherwise.

or take any other action relative thereto.

**MOTION:**

**MR. KABAKOFF** moves that the Town amend Chapter E, Section 24, of the Town Bylaws as set forth in the Article.

**MR. BIALES** moves to amend Chapter E, Section 24, of the Town Bylaws to read as follows:

Section E24. No person owning or keeping any animal in the Town of Acton shall permit the animal to go at large to the injury or nuisance of others. In addition, a dog should not go outside the boundaries of the property of its owner or keeper unless under the complete and effective control of said owner or keeper by means of a leash or otherwise.

**AMENDMENT CARRIES.**

**TOTAL VOTE 257**

**YES 162 NO 95**

**ARTICLE 30 FULL SERVICE RETIREMENT  
COMMUNITIES; AND MINOR  
CHANGES FOR NURSING HOMES  
(2/3 Vote Required)**

To see if the Town of Acton will vote to amend the Zoning Bylaw as follows:

**A. In section 3:**

1. Delete first paragraph of section 3.3 and replace with a new first paragraph as follows:
- 3.3 Residential USES — Not more than one BUILDING for dwelling purposes shall be located upon a LOT except
  - a) in the following Districts: Village District (EAV, NAV, SAV, WAV); Residence A District (R-A); Residence AA District (R-AA);
  - b) for the following USES: Nursing Home; Full Service Retirement Community; Assisted Living Residence as defined in this Bylaw or in M.G.L. ch. 19D; and
  - c) where a special permit has been granted for the following: a Planned Conservation Residential Community (PCRC) under section 9 of this Bylaw; a Planned Unit Development (PUD) under section 9A of this Bylaw; an AFFORDABLE Housing Development under section 4.4 of this Bylaw; a single FAMILY dwelling with one Apartment in a detached

BUILDING under section 3.3.2.9.b) of this Bylaw.

2. In the Table of Principal Uses, delete section 3.4.8 - Full Service Retirement Community, and replace with a new section 3.4.8 as follows: (SPS = the use may be allowed by special permit; N = the use is not allowed; R under Site Plan column = site plan special permit required)

	PRINCIPAL USES	RESIDENTIAL DISTRICTS				VILLAGE DISTRICTS				OFFICE DISTRICTS	
		R-2 R-4 R-8 R-8/4 R-1 R-10/8	R-A	R-AA	VR	SAV	WAV	NAV	EAV	OP-1	OP-2
4.8	Full Service Retirement Community	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS

BUSINESS DISTRICTS			INDUSTRIAL DISTRICTS					SPECIAL DISTRICTS		
B	LB	KC	LI	GI	LI-1	IP	SM	ARC	PCRC & PUD	SITE PLAN
PS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	-	R

3. Delete section 3.4.8 and replace with a new section 3.4.8 as follows:

- 3.4.8 Full Service Retirement Community - A facility that is designed and operated to provide its elderly or impaired residents with a broad range of accommodations and services to meet their needs, including at least two of the following: independent living in single or multi-unit dwellings; assisted living in single or multi-unit dwellings; a Nursing Home. A Full Service Retirement Community shall provide a continuum of care by providing its residents varied levels of care and assistance in daily living on an as needed basis within the facility. A Full Service Retirement Community may include support services that are necessary to meet the needs of its residents such as but not limited to skilled nursing, medical and other health services, recreation and leisure facilities, a community center, a place of worship, or food services. In addition, a Full Service Retirement Community may include convenience services for its residents, such as a Retail Store, Financial, Restaurant, and Personal and General Services (Note: Personal and General Services will be combined to Services if Article 33 is adopted). A

Nursing Home by itself, or an Assisted Living Facility by itself as defined in this Bylaw or in M.G.L. ch. 19D, or independent living accommodations by themselves such as single family residences or apartments shall not be considered a Full Service Retirement Community.

- B. In section 5:

1. Delete section 5.3.8 and replace with new section 5.3.8 as follows:

5.3.8 Nursing Homes in the Residential Districts

- 5.3.8.1 Nursing Homes in the R-2, R-4, R-8, R-8/4, R-10, R-10/8 and VR Districts shall be built according to the following dimensional standards:

minimum LOT area	-	100,000 sq. feet
minimum LOT FRONTAGE	-	200 feet;
minimum LOT width	-	200 feet;
minimum front, side and rear yards	-	60 feet;
minimum setback of pavement areas other than ACCESS driveways from the front LOT line	-	45 feet;
minimum setback of pavement areas from the side and rear LOT lines	-	60 feet;
minimum OPEN SPACE	-	35 percent;
maximum FLOOR AREA RATIO	-	0.20;
maximum height of STRUCTURES	-	36 feet;
maximum number of stories above finished ground level	-	2.

- 5.3.8.2 Nursing Homes on LOTS in the R-A and R-AA Districts shall be built according to the standards set forth in the Table of Standard Dimensional Regulations and the maximum FLOOR AREA RATIO on such LOTS shall not exceed 0.20.

2. Insert new section 5.3.11 as follows:

5.3.11 Full Service Retirement Communities:

- 5.3.11.1 Full Service Retirement Communities in the R-2, R-4, R-8, R-8/4, R-10, R-10/8 and VR Districts shall be built according to the following dimensional standards:

minimum LOT area	-	100,000 sq.ft.;
minimum LOT FRONTAGE	-	200 feet;
minimum LOT width	-	200 feet;
minimum front yard	-	45 feet;
minimum side and rear yard for BUILDINGS containing one or two DWELLING UNITS	-	20 feet;

minimum side and rear yard for all other BUILDINGS - 60 feet;  
 minimum setback of pavement areas other than ACCESS driveways and walk ways from the front LOT line - 45 feet;  
 minimum setback of pavement areas, other than walkways, from the side and rear LOT lines - 60 feet;  
 minimum separation of BUILDINGS within the LOT - 20 feet;  
 minimum OPEN SPACE - 35 percent;  
 maximum FLOOR AREA RATIO - 0.30;  
 maximum height of STRUCTURES - 36 feet.  
 Maximum total NET FLOOR AREA occupied by allowed Business USES such as Retail Store, Financial, Restaurant, and Personal and General Services (*Note: Personal and General Services will be combined to Services if Article 33 is adopted*) - the smaller of 10,000 square feet or 10% of the total NET FLOOR AREA in the full service retirement community

5.3.11.2 Full Service Retirement Communities in all other Zoning Districts shall be built according to the dimensional standards set forth in Section 5 and the Table of Standard Dimensional Regulations except that the Minimum Side and Rear Yard for BUILDINGS containing one or two DWELLING UNITS shall be the lesser of 20 feet or the dimension required in the Table of Standard Dimensional Regulations; the Minimum OPEN SPACE shall be the lesser of 35% or the percentage set forth in the Table of Standard Dimensional Regulations; the Maximum FLOOR AREA RATIO shall be the greater of 0.30 or the FLOOR AREA RATIO set forth in the Table of Standard Dimensional Regulations; and the limit on the number of DWELLING UNITS in the R-A and R-AA Districts shall not apply.

C. Delete section 6.3.1.4 and replace with:

6.3.1.4 Nursing Home or Full Service Retirement Community Two spaces for each DWELLING UNIT that is designed for independent living; plus one space for each additional three beds.

D. In section 9A.7.1, add a new sub-section 3.4.8 as follows:

3.4.8 Full Service Retirement Community.

or take any other action relative thereto.

## MOTION:

MR. PAVAN moves that the zoning bylaw be amended as set forth in the article.

## MOTION CARRIES.

TOTAL VOTE 73

YES 60

NO 13

## ARTICLE 31 ASSISTED LIVING RESIDENCES (2/3 Vote Required)

To see if the Town of Acton will vote to amend the Zoning Bylaw as follows:

A. In section 3, Table of PRINCIPAL USES, insert a new section 3.4.9 as follows (*SPS = the use may be allowed special permit; N = the use is not allowed; R under S Plan column = site plan special permit required*):

	PRINCIPAL USES	RESIDENTIAL DISTRICTS	VILLAGE DISTRICTS	OFFICE DISTRICTS
		R-2 R-4 R-8 R-8/4 R-10 R-10/8 R-A R-AAVR	SAVWAVNAVEAV	OP-1 OF
3.4.9	Assisted Living Residence (10)	SPS SPS SPS SPS S S S	SPS SPS SPS SPS S	N

BUSINESS DISTRICTS	INDUSTRIAL DISTRICTS	SPECIAL DISTRICTS	SITE PLAN
GB LB KC	LI GI LI-1 IP SM	ARC PCRC & PUD	
SPSSPS SPS	N N N N N	N -	R

and add a new footnote (10) as follows:

(10) Assisted Living Residences with 10 or less residents shall not require a Special Permit or Site Plan Special Permit.

B. Insert a new section 3.4.9 as follows:

3.4.9 Assisted Living Residence - Any entity, however organized, which meets all of the following three criteria: Provides room and board to residents who do not require 24-hour skilled nursing care; provides assistance with activities of daily living; and collects payments for the provision of these services; all as further defined in M.G.L. ch. 19D, s. 1, as amended from time to time. A unit as defined in M.G.L. ch. 19D, s. 1 shall be a DWELLING UNIT under this Bylaw.



2. Insert a new section 5.3.12 as follows:

3.12 Assisted Living Residences in Residential Districts - In Residential Districts Assisted Living Residences with more than 10 residents shall be subject to the same dimensional standards as Nursing Homes in Residential Districts.

0. In section 6:

Delete section 6.3.1.4 and replace with:

3.1.4 Nursing Home, Assisted Living Residence, or Full Service Retirement Community Two spaces for each DWELLING UNIT that is designed for independent living; plus one space for each additional three beds.

Delete the second sentence of the introductory paragraph to section 6.7 and replace it with the following new sentence:

"In addition, the following standards shall not apply to parking lots serving a single or two FAMILY residential USE, an Assisted Living Residence with 10 or less residents, a religious USE, and to parking lots with up to 15 parking spaces serving a Conservation USE".

Delete the introductory sentence to section 6.9.2.6 and replace it with the following new sentence:

"Off-STREET parking spaces, except parking spaces serving a single or two FAMILY residential USE or an Assisted Living Residence with 10 or less residents, shall be either contained within a BUILDING or STRUCTURE or subject to the following requirements".

r take any other action relative thereto.

**OTION:**

**MR. PAVAN** moves that the zoning bylaw be amended as set forth in the article.

**OTION CARRIES UNANIMOUSLY.**

## **RTICLE 32 GROUNDWATER PROTECTION DISTRICT AMENDMENTS** (2/3 Vote Required)

To see if the Town of Acton will vote to amend the Zoning bylaw and Zoning Map as follows:

1. Amend the Zoning Map, Map Number 3A and Map Number 3B, to replace the present ZONE 2 boundary for the Conant I and II well fields with a new boundary as shown on the map prepared by Dufresne-Henry,

Inc. on December 18, 1996, which is based on the ZONE 2 delineation prepared by Dufresne-Henry, Inc. for the Acton Water District in the "Report on Conant II Pumping Test", dated January 1993.

B. Amend the Zoning Bylaw as follows:

1. In the third paragraph of section 2.2 insert after the words "January 1989", the following new words

" , last amended in 1996."

2. Delete section 4.3.2.2 and replace it with a new section 4.3.2.2 as follows:

4.3.2.2 ZONE 2 - The Recharge Protection Area - The area within which GROUNDWATER will move toward a pumping municipal well at the end of a 180 day period of no surficial recharge and full design capacity pumping of the well (the Massachusetts Department of Environmental Protection ZONE 2 boundary standard), as established in the "Groundwater Protection District Map of the Town of Acton, January 1989", and amended in 1996. Except for the Conant I and II well fields, the Zone 2 delineation was prepared by Goldberg, Zoino and Associates (GZA) in the "Final Report - Aquifer Protection Zones, Town of Acton, Massachusetts, January 1989". For the Conant I and II well fields the ZONE 2 delineation was prepared by Dufresne-Henry, Inc. for the Acton Water District in the "Report on Conant II Pumping Test", dated January 1993, and has been approved by the Massachusetts Department of Environmental Protection (DEP) as the State approved Zone 2.

3. Delete section 4.3.2.5 and replace it with a new section 4.3.2.5 as follows:

4.3.2.5 Boundary Determination - The locations of the various ZONES are shown on the "Groundwater Protection District Map of the Town of Acton, January 1989", as amended, consisting of Map Number 3A showing all ZONES at a scale of 1"=1200', and of Map Number 3B. Map Number 3B consists of sheets 3B-1 through 3B-18 showing ZONE 1 and ZONE 2 at a scale of 1"=200'. The sheets 3B-1 through 3B-18 correspond to the matching town atlas pages, which are also indicated on these sheets, and the ZONE delineations are either traced on these corresponding town atlas pages or on matching overlays to these pages. The "Groundwater Protection District Map of the Town of Acton, January 1989", as amended, is available at the office of the Town Clerk and the Engineering and Planning Departments. Actual site locations of the ZONE 1 and ZONE 2 boundary lines shall be determined by scaling from the Map Number

3B. Actual site location of the boundary line between ZONE 3 and ZONE 4 shall be located by the Building Commissioner, or in the case of a Special Permit under Section 4.3.8, by the Planning Board, based on information from Map Number 3A. Locating the boundary between ZONE 3 and ZONE 4 may be assisted through field investigations conducted by a soil scientist who is certified under qualification class A (advanced qualifications) by the Society of Soil Scientists of Southern New England or by a Professional Engineer versed in soil identification and classification.

4. In section 4.3.3.3, replace "Massachusetts Department of Environmental Quality Engineering" with "Massachusetts Department of Environmental Protection".
- C. Amend the Zoning Bylaw by deleting the third sentence (second paragraph) in section 4.3.6.5, which begins with "The following sentence ..." and ends with "... May 31, 1994 inclusive:".
- D. Amend the Zoning Bylaw as follows:
  1. In section 4.3.7.2, delete the phrase at the end of the first paragraph that begins with ", and "SP" indicates that ..." and ends with "... from the Planning Board."
  2. In section 4.3.7.2, Table 4.3.7.2, forth column headed "ZONE 3 Aquifer Protection Area", delete all "SP" and replace them with a "Y".
  3. Delete sections 4.3.8 through 4.3.11 and replace them with new sections as follows:
    - 4.3.8 Special Permit for the change or extension of nonconforming USES in the Groundwater Protection District.
    - 4.3.8.1 The Planning Board may grant a Special Permit for any change or substantial extension of any PRINCIPAL or ACCESSORY USE designated with "N" in Table 4.3.7.2 that is in existence as of April 7, 1997. Change or substantial extension as referred to herein shall include but not be limited to: Any change or increase in HAZARDOUS MATERIALS OR WASTE produced, used or stored; any change or increase in the outdoor STORAGE of fertilizers, animal manure, soil conditioners, pesticides, herbicides or deicing chemicals; any increase in wastewater effluent flow other than TERTIARY TREATED EFFLUENT; any change in the grade of the land or the drainage system for the LOT, which affects the flow of GROUNDWATER or SURFACE WATER; any ex-

pansion in ground area by 500 square feet or more impervious material or any area devoted to the conduct of the PRINCIPAL or ACCESSORY USE.

- 4.3.8.2 Action by the Planning Board, Criteria for Special Permit - After notice and public hearing, and after due consideration of all reports and recommendations submitted to the Planning Board regarding the Special Permit application, the Planning Board may grant such a Special Permit provided that it shall make the following findings:
  - a) Maintain GROUNDWATER Quality - That the change or extension of the USE will not cause the GROUNDWATER quality at the down-gradient property boundary to fall below the drinking water standards established by the Acton Water District, or where no such standards exist, below standards established in 314 C.M.R. 6.00, Massachusetts Drinking Water Standards, or by the Acton Board of Health. Where existing GROUNDWATER quality is already below those standards, the Planning Board may grant such Special Permit upon determination that the change or expansion of the USE will not result in further degradation of the GROUNDWATER quality, and will not impede its improvement over time.
  - b) Protection of Overall WATER SUPPLY - That the change or extension of the USE will not, during construction or thereafter, have an adverse effect on the GROUNDWATER, SURFACE WATER and overall WATER SUPPLY of the Town of Acton and the resulting USE after the change or extension will be in harmony with the specific purpose and intent of this Section to protect the GROUNDWATER, SURFACE WATER and overall WATER SUPPLY of the Town of Acton.
  - c) Compliance - That the changed or extended USE is in harmony with the purpose and intent of this Section and complies with the standards of Section 10.3.5 of this Bylaw. In making such determinations, the Planning Board shall give consideration to the proposed USE, the demonstrated reliability and feasibility of the proposed pollution control measures associated with the USE and the degree of pollution threat to the GROUNDWATER which would result if the control measures perform at less than design specifications. The Planning Board may impose such conditions, safeguards, and limitations as it deems appropriate to protect the GROUNDWATER and SURFACE WATER resources of the Town of Acton.



4.3.8.3 Filing Requirements - The Planning Board shall promulgate and adopt rules and regulations governing this Special Permit pursuant to Section 10.3.1 of this Bylaw. Such rules and regulations shall set forth the application filing requirements to ensure that the application, including any plans and accompanying text, provides sufficient information for a full evaluation of resulting impacts on the GROUNDWATER resources, and to allow the Planning Board an evaluation of the application under the criteria set forth in section 4.3.8.2 above.

4.3.8.4 Submittal of "As Built" Plan - Upon completion of any work authorized through a Special Permit under this Section, an "as built" plan prepared by a Registered Professional Engineer, showing all improvements authorized or required, shall be submitted to the Building Commissioner for approval prior to the issuance of an Occupancy Permit.

or take any other action relative thereto.

#### MOTION:

MR. NIEMYSKI moves that the zoning bylaw be amended as set forth in the article.

MOTION CARRIES UNANIMOUSLY.

### ARTICLE 33 SERVICES AND RECREATION (2/3 Vote Required)

To see if the Town of Acton will vote to amend the Zoning Bylaw as follows:

A. In the Table of Principal Uses delete sections 3.5.11 and 3.5.12 and replace them with a new section 3.5.11 as follows (*Y = the use is allowed; N = the use is not allowed; R under Site Plan column = site plan special permit required*):

	PRINCIPAL USE	RESIDENTIAL DISTRICT	VILLAGE DISTRICT	OFFICE DISTRICT
		R-2 R-4 R-8 R-8/4 R-10 R-10/8 R-A R-AAVR	SAV WAV NAV EAV	OP-1OP-2
3.5.11	Services	N N Y(8)	Y Y Y Y	N(5) N(5)

BUSINESS DISTRICTS	INDUSTRIAL DISTRICTS	SPECIAL DISTRICTS
GB LB KC	LI GI LI-I IP SM	ARC PCRC & PUD
Y Y Y	N N N N N	N - R

and renumber sections 3.5.13 through 3.5.24 to become 3.5.12 through 3.5.23 respectively.

B. Delete sections 3.5.11 and 3.5.12 and replace them with a new section 3.5.11 as follows:

3.5.11 Services - Establishments providing services such as a barber shop, laundry or dry-cleaning, diaper service, shoe repair, tailor, weight loss clinic, clothing rental shop, equipment rental and leasing, BUILDING cleaning, photocopying, telephone answering, word processing, secretarial services, computer service bureau, music instruction, appliance and office equipment repair, bicycle repair, repair of lawn mowers and similar small equipment, and food catering. and renumber sections 3.5.13 through 3.5.24 to become 3.5.12 through 3.5.23 respectively.

C. Amend the Zoning Bylaw as follows:

1. In the Table of PRINCIPAL USES, section 3.5.15 (*section 3.5.15 is renumbered to 3.5.14 in part B of this article*), add a footnote (11) in each column designated with SPS, and insert a new footnote (11) as follows:

(11) No special permit shall be required for Commercial Recreation facilities with a NET FLOOR AREA of less than 2,000 square feet.

2. Delete section 3.5.15 and replace it with a new section 3.5.15 as follows (*section 3.5.15 is renumbered to 3.5.14 in part B of this article*):

3.5.15 Commercial Recreation - A facility operated as a business, open to the public for a per-visit or membership fee, and designed and equipped for the conduct and instruction of sports and recreation such as ice



skating, roller skating, racquet ball, swimming, body building, fitness training, steam baths, sauna, aerobics, yoga, dancing, martial arts, bowling, horseback riding, skiing, ball games, golf, miniature golf, or other customary and usual sports and recreational activities.

**D. Amend the Zoning Bylaw as follows:**

1. In section 3.8.2.1, replace section references as follows: Replace 3.5.18 with 3.5.17; replace 3.5.12 with 3.5.11; and replace 3.5.20 with 3.5.19; and delete the word 'General'.
2. Amend the table of section 5.5.2 as follows: Rename 3.5.11 Personal Services to 3.5.11 Services; delete line numbered 3.5.12; renumber lines 3.5.13, 3.5.14, 3.5.15 and 3.5.17 to become 3.5.12, 3.5.13, 3.5.14 and 3.5.16 respectively.
3. Amend the table under section 9A.7.1 as follows: Rename 3.5.11 Personal Services to 3.5.11 Services; delete line numbered 3.5.12; renumber 3.5.13, 3.5.15, 3.5.16 and 3.5.21 to become 3.5.12, 3.5.14, 3.5.15 and 3.5.20 respectively.

or take any other action relative thereto.

**MOTION:**

**MR. CROSWELL** moves that the zoning bylaw be amended as set forth in the article, with the addition of letter "N" under the column designating the R-2 through R-10/8 districts

**MOTION CARRIES UNANIMOUSLY..**

**ARTICLE 34\* ACCESSORY USES**  
(2/3 Vote Required)

To see if the Town of Acton will vote to amend the Zoning Bylaw by inserting a new section 3.8.4 as follows:

- 3.8.4 ACCESSORY USES** allowed in the Office and Industrial Districts:
- 3.8.4.1** An employee food service area established exclusively to serve employees of the PRINCIPAL USE.
- 3.8.4.2** The following ACCESSORY USES, provided that their combined NET FLOOR AREA does not exceed 5% of the total NET FLOOR AREA that is occupied by the PRINCIPAL USE, and that they are conducted primarily as a service for employees, customers and clients of the PRINCIPAL USE:
- a) The retail sale of goods and merchandise.

- b) Financial Services.
- c) The sale of food and beverages, other than an employee food service area under section 3.8.4.1.

and re-numbering current section 3.8.4 to become Section 3.8.5.

or take any other action relative thereto.

**MOTION: [Consent]**

**MR. CHERNIN** moves that the zoning bylaw be amended as set forth in the article.

**CONSENT MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 35\* SPECIAL PERMIT EXEMPTION  
FOR ENVIRONMENTAL  
REMEDIAION PROJECTS**  
(2/3 Vote Required)

To see if the Town of Acton will vote to amend the Zoning Bylaw as follows:

**A. Insert new sections 4.1.5.3 and 4.1.7.6 as follows:**

- 4.1.5.3** Any activity, construction or installation conducted solely for the purpose of environmental clean-up or remediation, and required or approved by the United States Environmental Protection Agency or the Massachusetts Department of Environmental Protection.
- 4.1.7.6** Any activity, construction or installation conducted solely for the purpose of environmental clean-up or remediation, and required or approved by the United States Environmental Protection Agency or the Massachusetts Department of Environmental Protection

**B. Insert a new section 24. in Table 4.3.7.2 - USE Regulation within the GROUNDWATER Protection District as follows:**

- 24.** Any activity, construction or installation conducted solely for the purpose of environmental clean-up or remediation, and required or approved by the United States Environmental Protection Agency or the Massachusetts Department of Environmental Protection.
- | ZONE 1 | ZONE 2 | ZONE 2 |
|--------|--------|--------|
| Y      | Y      | Y      |

**C. Insert a new section 10.4.1.3 as follows:**

- 10.4.1.3** Any activity, construction or installation conducted solely for the purpose of environmental clean-up or

remediation, and required or approved by the United States Environmental Protection Agency or the Massachusetts Department of Environmental Protection shall not require a Site Plan Special Permit.

or take any other action relative thereto.

**MOTION: [Consent]**

**MR. CHERNIN** moves that the zoning bylaw be amended as set forth in the article.

**CONSENT MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 36 SITE PLAN AMENDMENTS TO COMPLY WITH CURRENT DESIGN STANDARDS**  
(2/3 Vote Required)

To see if the Town of Acton will vote to amend the Zoning Bylaw by inserting a new section 10.4.6 as follows:

10.4.6 When granting a Site Plan Special Permit or when approving an amendment thereto, the Board of Selectmen shall require, and in reviewing an application for a building permit, the Building Commissioner shall require that any repair, replacement, or reconstruction of improvements to the site, including but not limited to, drainage, exterior lighting, landscaping, pedestrian and vehicular circulation or parking facilities, required or approved by the Site Plan Special Permit, shall, to the extent practicable, comply with the currently applicable standards of this Bylaw, whether or not such repair, replacement or reconstruction requires a new Site Plan Special Permit. When evaluating an application for such repair, replacement, or reconstruction of existing facilities, the Board of Selectmen or the Building Commissioner shall consider the practicability of compliance with currently applicable standards in light of the existing site configuration, and the cost of compliance compared to the increase in public safety or convenience achieved thereby.

or take any other action relative thereto.

**MOTION:**

**MR. HILL** moves that the zoning bylaw be amended as set forth in the article.

**MOTION CARRIES.**

**TOTAL VOTE 78**  
**YES 60 NO 18**

**ARTICLE 37 WIRELESS COMMUNICATION FACILITIES**  
(2/3 Vote Required)

To see if the Town of Acton will vote to amend the Acton Zoning Bylaw as follows:

A. Insert a new section 3.4.10 as follows:

3.4.10 Wireless Communication Facility - A facility for the reception and transmission of personal wireless communication signals operated by a public utility or commercial entity licensed by the Federal Communications Commission. A Wireless Communication Facility shall include reception and transmission equipment and fixtures, such as antennae and satellite dishes, and associated electronic and mechanical equipment, any tower or other STRUCTURE designed or used primarily to support or elevate such fixtures, and any accessory STRUCTURE or BUILDING necessary to shelter the equipment.

B. In the Table of Principal Uses add a new section 3.4.10, Wireless Communication Facility, as follows (*SPP = the use may be allowed by special permit; N = the use is not allowed; NR under Site Plan column = site plan special permit not required*):

	PRINCIPAL USES	RESIDENTIAL DISTRICTS	VILLAGE DISTRICTS	OFFICE DISTRICTS
		R-2 R-4 R-8 R-8/4 R-10 R-10/8 R-AR-AA VR	SAVWAVNAVEAV	OP-IOP-2
3.4.10	Wireless Communication Facility (12)	SPP SPP N N	N N N N SPP	SPP

BUSINESS DISTRICTS	INDUSTRIAL DISTRICTS	SPECIAL DISTRICTS	SITE PLAN
GB LB KC	LI GI LI-1 IP SM	ARC PCRC & PUD	
SPP SPP N	SPP SPPSPP SPP SPP	SPP -	NR

and add a new footnote (12) as follows:

(12) Refer to Section 3.10 for specific standards for Wireless Communication Facilities and for certain categorical exemptions from the requirements set forth in the Table of PRINCIPAL USES.

C. Insert a new section 3.10 as follows:

3.10 Special Requirements for Wireless Communication Facilities.

3.10.1 Purpose - The purpose of this section is as follows:

- 3.10.1.1 to minimize adverse impacts of wireless communication facilities, satellite dishes and antennae on adjacent properties, local historic districts and residential neighborhoods;
- 3.10.1.2 to limit the overall number and height of such facilities to what is essential to serve the public convenience and necessity; and
- 3.10.1.3 to promote shared USE of facilities to reduce the need for new facilities.

3.10.2 No Wireless Communication Facility shall be erected or installed except in compliance with the provisions of this Section 3.10.

3.10.3 Applicability - This section 3.10 shall apply only to reception and transmission facilities for the purpose of personal wireless communication services. Nothing in this Bylaw shall be construed to regulate or prohibit customary installations for the reception of wireless communication signals at home or business locations, and nothing in this Bylaw shall be construed to regulate or prohibit an antenna installed solely for use by a federally licensed amateur radio operator, provided that the height of such antenna does not exceed applicable height limitations and, if freestanding, that it is set back from all LOT lines at least the distance equal to its height, but not less than the otherwise applicable minimum yard requirement.

3.10.4 General Requirements.

3.10.4.1 Lattice style towers and similar facilities requiring more than one leg or guy wires for support are prohibited, provided, however, additional equipment may be added to an existing lattice tower, and such a tower may be extended in height, by a special permit from the Planning Board under section 3.10.6, if the facility otherwise complies with that section and, in addition, the Planning Board finds that such addition or extension better serves the purposes of section 3.10 than a new facility.

3.10.4.2 All STRUCTURES associated with wireless communication facilities shall be removed within one year of cessation of USE.

3.10.4.3 Night lighting of Wireless Communication Facilities is prohibited except for low intensity security lights installed at or near ground level.

3.10.4.4 Section 6 of the Acton Zoning Bylaw shall not apply to Wireless Communication Facilities.

3.10.4.5 At least one sign shall be installed in a visible location at the base of, or otherwise near, every Wireless Communication Facility that provides the telephone number where the operator in charge can be reached on a 24-hour basis.

3.10.4.6 Nothing in this Bylaw shall be construed to regulate or prohibit a wireless communication facility on the basis of the environmental effects of radio frequency radiation (RFR) emissions, provided the facility complies with regulations of the Federal Communications Commission concerning such emissions.

3.10.5 Categorical Exemptions:

3.10.5.1 In all zoning districts, a Wireless Communication Facility shall be allowed and no special permit shall be required,

- a) if the Wireless Communication Facility does not exceed 3 feet in diameter and 12 feet in height and is otherwise in compliance with applicable dimensional requirements of this Bylaw, or
- b) if the Wireless Communication Facility is located entirely, except for necessary wiring, within a BUILDING or STRUCTURE that is occupied or used primarily for other purposes.

3.10.5.2 In the Office Districts (OP-1, OP-2), the Industrial Districts (LI, GI, LI-1, IP, SM), the General Business District (GB), and the Limited Business District (LB), a Wireless Communication Facility shall be allowed and no special permit shall be required, if its height does not exceed applicable height limitations and, if freestanding, it is set back from all LOT lines at least the distance equal to the height of the facility, but not less than the otherwise applicable minimum yard requirement.

3.10.6 In all other cases, any new Wireless Communication Facility, and any increase in height or size, or reconstruction or replacement of an existing Wireless Communication Facility shall not be allowed without a special permit from the Planning Board in accordance with M.G.L. ch. 40A, s.9, subject to the following regulations, conditions and limitations:

3.10.6.1 The Wireless Communication Facility shall not exceed a height of 175 feet from ground level, or to a height that requires it to be illuminated at night under Federal Aviation Administration or Massachusetts Aeronautics Commission regulations, whichever is less.



10.6.2 In all Residential Districts, the Wireless Communication Facility shall be set back from all LOT lines at least the distance equal to the height of the facility, but not less than the otherwise applicable minimum yard requirement.

10.6.3 The Wireless Communication Facility shall be located a minimum of 500 feet away from a Local Historic District boundary.

10.6.4 The Wireless Communication Facility shall be located a minimum distance from any existing residential BUILDING that is at least twice the height of the Facility, unless the residential BUILDING and the facility are located on the same LOT.

10.6.5 Any Wireless Communication Facility that is not located in or on a BUILDING or STRUCTURE occupied or used for some other PRINCIPAL USE shall be designed to accommodate the maximum number of users technologically practical but not less than three. The Planning Board may require the owner of such Facility to permit other users to use such Facility upon payment of a reasonable charge, which shall be determined by the Planning Board if the parties cannot agree.

10.6.6 Fencing shall be provided to control unauthorized entry to the Wireless Communication Facility.

10.6.7 The Special Permit application for a Wireless Communication Facility shall be accompanied by a plan showing the location of such Facility in relation to lot lines and all BUILDINGS within 500 feet, and plans for the installation or construction of the facility adequate to show compliance with the provisions of this section, and such supplemental information as may be required by the Planning Board in the Rules and Regulations for a Special Permit for Wireless Communication Facilities.

10.6.8 Mandatory Findings - The Planning Board shall not issue a special permit for a Wireless Communication Facility unless it finds that the Wireless Communication Facility:

- a) is designed to minimize any adverse visual or economic impacts on abutters and other parties in interest, as defined in M.G.L. c. 40A, s.11;
- b) cannot for technical or physical reasons be located on an existing Wireless Communication Facility that provides similar coverage;
- c) cannot be located at any other practicably available site that is less visible to the general public due to

technical requirements, topography or other unique circumstances. The applicant shall have the burden of showing what alternative sites it considered and why such sites are not practicably available;

- d) is not designed and constructed any larger or higher than the minimum height and size necessary to accommodate its anticipated future USE and cannot be further reduced in height due to technical requirements, topography or other unique circumstances;
- e) is sited in such a manner that it is suitably screened and, to the extent possible, not visible from residential BUILDINGS or public STREETS within 500 feet;
- f) is colored so that it will, as much as possible, blend in with its surroundings when viewed from residential BUILDINGS or public STREETS within 500 feet; using, if necessary, different colors to blend in the facility as invisibly as possible with the landscape or buildings on the ground and the sky above the tree or BUILDING line;
- g) is designed to accommodate the maximum number of users technologically practical but not less than three;
- h) is necessary because the owner of an existing Wireless Communication Facility will not permit the applicant to place an additional Wireless Communication Facility in the same location;
- i) is in compliance with applicable Federal Aviation Administration (FAA), Federal Communications Commission (FCC), Massachusetts Aeronautics Commission, and the Massachusetts Department of Public Health regulations;
- j) complies with all applicable requirements of this Bylaw, including section 10.3.

or take any other action relative thereto.

#### MOTION:

**MR. TOLLEY** moves that the zoning bylaw be amended as set forth in the article.

**MR. MILLER** moves to amend the zoning bylaw by adding the following sentence after Section 3.10.6.7:

The application shall also include maps showing areas where the proposed top of the wireless communication facility will be visible when there is vegetation and when there is not.

**AMENDED MOTION CARRIES.**

TOTAL VOTE 42

YES 40 NO 2

**ARTICLE 38\* CORRECTIONS, CLARIFICATIONS  
AND MINOR MODIFICATIONS**  
(2/3 Vote Required)

To see if the Town of Acton will vote to amend the Zoning Bylaw and Zoning Map as follows:

A. Amend the Zoning Map (Map No. 1) as follows:

1. Rezone from General Industrial (GI) to Residence 10 (R-10) a parcel of land shown on the 1996 Town Atlas as situated between parcel B-6/9, the Acton town boundary to Carlisle, and the Penn Central Railroad Co.
2. Rezone from Residence 8 (R-8) to Residence 10/8 (R-10/8) a parcel of land shown on the 1996 Town Atlas as situated between parcel D-6/3, the Acton town boundary to Carlisle, and the Acton town boundary to Concord.
3. Rezone from Residence 2 (R-2) to Residence 8/4 (R-8/4) the following parcels of land:
  - 1) A parcel of land shown on the 1996 Town Atlas as situated between parcels I-2/3, I-2/31, I-2/32, I-2/57, I-2/82 and I-2/83, and the Acton Town boundary to Maynard.
  - 2) A parcel of land shown on the 1996 Town Atlas as parcel I-2/83.
  - 3) A parcel of land shown on the 1996 Town Atlas as parcel I-2/84.

B. Amend the Zoning Map (Map No. 1) as follows:

Zone to North Acton Village (NAV) Parcels V, W, X, Y, and Z, all as shown on a plan entitled Rex Lane Definitive Subdivision, Acton, Mass., prepared for the Town of Acton by Stamski and McNary, Inc., dated November 15, 1996.

C. In section 3, Table of Principal Uses, under Special Districts, delete the column headed "PCRC & PUD", delete footnote (1), and re-number footnotes (2) through (12) (*footnotes 10 through 12 stem from previous articles in this warrant if adopted*) to become footnotes (1) through (11) respectively.

D. Amend section 3.3.2.9.b) of the Zoning Bylaw by replacing in the second sentence the words "in existence prior to 1950" with the new words as follows:

"continuously in existence since prior to 1950".

E. Delete section 3.5.14 (*section 3.5.14 has been changed to section 3.5.13 if Article 33 of this Warrant was adopted*) and replace it with a new section 3.5.14 (3.5.13) as follows:

3.5.14(3.5.13) Building Trade Shop - An establishment for use by the practitioner of a building trade such as a carpenter, welder, plumber, electrician, builder, mason, landscaping contractor, law care service, or similar occupation.

F. Delete section 3.5.20 (*section 3.5.20 has been changed to section 3.5.19 if Article 33 of this Warrant was adopted*) and replace it with a new section 3.5.20 (3.5.19) as follows:

3.5.20 (3.5.19) Light Vehicular and Equipment Sales or Leasing - Salesroom and related facilities, including but not limited to open air display, for the sale and long term lease of automobiles, light trucks with a maximum of two axles, motorcycles, one axle trailers, recreational vehicles and similar vehicles; boats; or light industrial or farm equipment.

G. Delete the last sentence of section 3.5.24 (*section 3.5.24 has been changed to section 3.5.23 if Article 33 of this Warrant was adopted*).

H. Insert a new third sentence in the lead paragraph of section 3.8.1.5 as follows:

"Common Drives shall not serve more than 12 LOTS."

I. Delete section 3.8.2.1 and replace with a new section 3.8.2.1 as follows:

3.8.2.1 The rental of automobiles, light trucks or trailers, and similar light motor vehicles provided that such rental is secondary to the operation of 1) a Motor Vehicle Service Station allowed under section 3.5.18 (3.5.17 if Article 33 is adopted), 2) a USE permitted under section 3.5.12 - General Services (3.5.11 - Services if Article 33 is adopted), or 3) Light Vehicular and Equipment Sales or Leasing allowed under section 3.5.20 (3.5.19 if Article 33 is adopted).

J. Delete section 4.1.3.1 and replacing it with new section 4.1.3.1 as follows:

4.1.3.1 The Base Flood elevations for AE-Zones shall be the regulatory elevations from Table 3 and the cross section locations from the Flood Profiles contained in the "Flood Insurance Study, Town of Acton, January 6, 1988" published by the Federal Emergency Management Agency (FEMA).

K. Delete section 7.8.6.1 and replace it with a new section 7.8.6.1 as follows:



8.6.1 One FREESTANDING SIGN may be ERECTED on a LOT provided that no BUILDING on the LOT is located within 30 feet of the sideline of the STREET nearest which the FREESTANDING SIGN is ERECTED.

or take any other action relative thereto.

**MOTION: [Consent]**

**MR. HALM** moves that the zoning bylaw be amended as set forth in the article.

**CONSENT MOTION CARRIES UNANIMOUSLY.**

## **ARTICLE 39 LONG-RANGE PLANNING AND TRAFFIC MANAGEMENT** (Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$135,000, or any other sum, to be expended by the Town Manager for professional assistance to conduct a Master Plan Update and a limited Route 27 Corridor Study as listed below,:

A.	Master Plan Update	\$70,000
B.	Route 27 Corridor Traffic Study	<u>\$65,000</u>
	Total	\$135,000

or take any other action relative thereto.

**MOTION:**

**MR. KABAKOFF** moves that the Town raise and appropriate \$135,000.00 to be expended by the Town Manager for professional services to conduct a Master Plan Update and a limited Route 27 Corridor Study as listed in this Article.

**MOTION CARRIES UNANIMOUSLY.**

## **ARTICLE 40 AMEND TOWN BYLAWS — GROUND WATER CLEANUP STANDARDS** (Majority Vote Required)

To see if the Town will vote to amend the Town Bylaws by adding the following section, or take any other action relative hereto:

### **Town of Acton Ground Water Cleanup Standards Bylaw**

#### **1. Authority**

This Bylaw is adopted by the Town of Acton under its Home Rule Authority pursuant to Article 89, Section 6 of the Amendments to the Massachusetts Constitution (the Home Rule

Amendment), its police powers to protect the public health, safety, welfare, and its authorization under Massachusetts General Laws Chapter 40, Section 21, and its authority to plan for the prevention, control and abatement of water pollution under M.G.L. c. 21, § 27 (1).

#### **2. Purpose**

The purpose of this Bylaw is to protect, preserve, improve and maintain the Town of Acton's existing and potential public drinking water sources and to assure public health and safety through the application of stringent environmental ground water quality clean up standards which assure restoration of any contaminated water resources area covered by this Bylaw to a fully useable condition.

#### **3. Recitations**

3.1 The Town of Acton relies exclusively on groundwater sources within the Town as its sole source of public drinking water for residents, businesses and industries in the Town.

3.2 There have been a number of documented releases and threats of release within the Town of "oil" and "hazardous material" as those terms are defined under Massachusetts General Laws Chapter 21E and the Massachusetts Contingency Plan, 310 CMR 40.0000 et.seq. (the "MCP").

3.3 Groundwater that serves as Acton's public water supply has been contaminated or threatened by various releases and threats of release within the Town of "oil" and "hazardous material".

3.4 Multiple contaminants in groundwater and/or multiple pathways of exposure to such contaminants has presented and continues to present extraordinary risks to Acton's present and future public drinking water supply sources.

#### **4. Definitions**

The following terms shall have the following meanings in this Bylaw:

4.1 "Contaminant" means any physical, chemical, biological or radiological substance or matter in water. See 42 U.S.C. § 300f(6). The term "Contaminant" includes, without limitation, any material or substance defined as "oil" or "hazardous material" under Massachusetts General Laws Chapter 21E or the Massachusetts Contingency Plan, 310 CMR 40.0000 et seq. (the "MCP").

4.2 "DEP" means the Department of Environmental Protection, its predecessors and/or its successors.

4.3 "Zone 1" shall be that area defined as "Zone 1 - The



Wellhead Protection Area” by Section 4.3.2.1 of the Acton Zoning Bylaw’s Groundwater Protection District Regulations.

4.4 “DEP Approved Wellhead Protection Area” means the protective radius around a public water supply well or wellhead which has been approved by DEP as show on a DEP Bureau of Waste Site Cleanup Map of the Town of Acton dated October 25, 1996 produced by Mass. GIS and on file with the Town Clerk of the Town of Acton. In the event of a conflict between Section 4.3 and Section 4.4 hereof, the broader shall control.

4.5 “Zone 2” means that area of an aquifer which contributes water to a well under the most severe pumping and recharge conditions that can be realistically anticipated (180 days of pumping at safe yield, with no recharge from precipitation). See 310 CMR 22.02. Zone 2 shall include (a) all areas in the Town of Acton defined as “Zone 2 - The Recharge Protection Area” by Section 4.3.2.2 of the Acton Zoning Bylaw’s Groundwater Protection District regulations, and (b) all areas in the Town of Acton depicted as Zone 2 as shown on a DEP Bureau of Waste Site Cleanup Map of the Town of Acton dated October 25, 1996 produced by Mass. GIS and on file with the Town Clerk of the Town of Acton. In the event of a conflict between Section 4.5(a), Section 4.5(b) and/or Section 4.6 hereof, the broader shall control.

4.6 “IWPA” means the Interim Wellhead Protection Area, an area extending to a one-half mile radius from a public water supply wellhead with an approved pumping rate of 100,000 gallons per day or greater, that is intended to protect the wellhead pending the delineation of its Zone 2, as shown on a DEP Bureau of Waste Site Cleanup Map of the Town of Acton dated October 25, 1996 produced by Mass. GIS and on file with the Town Clerk of the Town of Acton. See 310 CMR 22.02.

4.7 “Fully useable condition” means that, with respect to any Resource Area covered by this Bylaw, Contaminant levels meet or surpass in cleanness on a permanent basis Groundwater Cleanup Standards established by this Bylaw throughout the Resource Area for each and every Contaminant.

4.8 “Potentially productive aquifer(s)” means all aquifers within Acton delineated by the U.S. Geological Survey as a high or medium yield aquifer, as shown on a DEP Bureau of Waste Site Cleanup Map of the Town of Acton dated October 25, 1996 produced by Mass. GIS and on file with the Town Clerk of the Town of Acton. See 310 CMR 40.0006.

4.9 “Cleanup” means any response action, removal action or remedial action undertaken pursuant to any federal or state

environmental law, rule, regulation, order or decree involving the clean up or removal of any contaminant from the environment, including, without limitation, from land waters and/or groundwaters.

4.10 “Ground Water Cleanup Standards” means the groundwater quality standards adopted by the Town of Acton pursuant to this Bylaw and are as follows: (1) Maximum Contaminant Level Goals (“MCLGs”) established under the Safe Drinking Water Act for each Contaminant for which an MCLG has been established, see 40 CFR § § 141.50 - 141.52. and (2) where an MCLG for a specific Contaminant is zero, or where an MCLG for a specific Contaminant has not been promulgated, 1 part per billion (“ppb”) for any such volatile organic compound (“VOC”) and 5ppb total for all such VOC’s.

4.11 “Resource Area” means and includes each and all of the following areas in the Town of Acton:

- a. Zone 1 of all public water supply wells,
- b. All DEP Approved Wellhead Protection Areas,
- c. Zone 2 of all public water supply wells,
- d. ALL IWPA’s for a Public Water Supply, and
- e. All Potentially Productive Aquifers.

## 5. Scope

Any Cleanup performed in the Town of Acton by a person potentially liable under Section 5(a) of General Laws Chapter 21E on, in, at, of or affecting any Resource Area(s) shall on a permanent basis meet or surpass in cleanness the Ground Water Clean Up Standards established by this Bylaw throughout the Resource Area for each and every Contaminant for which the Cleanup is or has been undertaken.

## 6. Application of Ground Water Cleanup Standards

All sampled locations throughout the Resource Area shall meet the Ground Water Clean Up Standards established by this Bylaw. No averaging of samples may be used to determine compliance with the Ground Water Cleanup Standards for any particular sampling point, Resource Area or any combination of Resource Areas. All Resource Areas which undergo a Cleanup must be restored to a fully useable condition.

## 7. Enforcement

The Board of Selectmen is authorized and empowered to enforce the provisions of this Bylaw. Pursuant to G.L. Chapter 40, Section 21, breach of this Bylaw shall be punishable by a penalty of three hundred dollars (\$300.00) for each offense. Each

any during which a breach of this Bylaw continues shall constitute a separate offense. Without limitation, it shall constitute a breach of this Bylaw to discontinue for more than thirty (30) days to abandon a Cleanup of a Resource Area without meeting the Groundwater Cleanup Standards of this Bylaw. Any breach of this Bylaw shall be deemed to cause irreparable harm to the Town of Acton and its citizens, residents, and persons employed in the town, entitling the Town of Acton to all appropriate injunctive relief in addition to all other available remedies provided by law.

### Variance From Groundwater Cleanup Standards

The Board of Selectmen shall have the power, after public hearing for which notice has been given by publication and posting, by mailing to the applicant, all abutters, all abutters to the abutters, and the Acton Water District Commissioners, to grant upon petition with respect to a particular Cleanup a variance from the Groundwater Cleanup Standards of this Bylaw where the Board of Selectmen specifically finds that desirable relief may be granted without substantial detriment to the public good and without nullifying or substantially derogating from the intent or purpose of this Bylaw. In determining whether to grant such a variance, the Board of Selectmen should consider the following:

- (i) the ability of the applicant to demonstrate that its contribution to a discharge, release, or disposal of the Contaminants at issue can be distinguished from the contribution of other parties;
- (ii) the amount and concentration of the contaminants involved;
- (iii) the degree of toxicity and the fate and transport of the contaminants involved;
- (iv) the degree of involvement by the applicant in the generation, transportation, treatment, storage, or disposal of the contaminants involved;
- (v) the degree of care exercised by the applicant with respect to the contaminants concerned, taking into account the characteristics of such contaminants;
- (vi) the degree of cooperation by the applicant with the Federal, State or local officials to prevent any harm to the public health, safety, welfare, or environment;
- (vii) alternatives proposed by the applicant to protect the public health, safety, welfare and the environment including, without limitation, any prospective contribution by the applicant to costs of treatment of the affected groundwater before its distribution within Acton's public water supply; and
- (viii) whether achievement of the Ground Water Cleanup Standards is technologically infeasible or not cost-effective based on the limits of best available tech-

nology, the marginal costs, the marginal benefits, and the risks to the public health, safety, welfare and the environment.

The Board of Selectmen may impose conditions, safeguards and limitations in such a variance to protect the public health, safety, welfare and the environment and to effectuate the purposes of this Bylaw.

### **9. Applicability**

This Bylaw shall apply to any existing, ongoing or proposed Cleanup to the maximum extent permitted by law.

### **10. Severability**

If any part of this Bylaw is adjudicated invalid, the remaining parts shall remain in full force and effect. If this Bylaw is adjudicated invalid or inapplicable in any area or zone, it shall remain valid and applicable to the maximum geographical extent possible.

### **MOTION:**

**MR. KABAKOFF** moves that the Town amend the Town Bylaws by adding a new Chapter R "Ground Water Cleanup Standards" as set forth in the article, except that various Sections shall be amended as set forth in the handout distributed to the Town Meeting.

### **MOTION CARRIES.**

### **ARTICLE 41    SECTION 53E1/2 SELF-FUNDING PROGRAMS (Majority Vote Required)**

To see if the Town will vote pursuant to Section 53E1/2 of Chapter 44 of the Massachusetts General Law to continue revolving funds for the Local School system, Historic District Commission, the Building Department, Sealer of Weights and Measures, Health Inspectional Services, and Fire Department Fire Alarm Network, or take any other action relative thereto.

	<b>FUND BALANCE</b>	<b>REVENUE</b>	<b>EXPENSE</b>
	<b>6/30/96</b>		
<b>School Department</b>			
Douglas At Dawn	\$ 938	\$ 1,000	\$ 1,000
Merriam Afternoons/Summer	\$5,381	\$30,000	\$30,000
Gates Amazing Mornings	\$1,575	\$20,000	\$20,000
<b>Historic District Fees</b>	<b>\$ 520</b>	<b>\$ 400</b>	<b>\$ 300</b>
<b>Building Department</b>			
(Micro Film Fees, Electrical,	\$45,865	\$88,000	\$87,348



Plumbing and Gas Permits, Sign  
Licenses and Periodic Inspection Fees)

Sealer of Weights and Measure	\$1,261	\$ 7,700	\$ 7,670
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**Health Department**

Food Service Inspections	\$2,243	\$24,000	\$23,860
Hazardous Materials Inspection Fees	\$9,302	\$16,500	\$15,770

**Fire Department**

Fire Alarm Network	0	\$30,000	\$30,000
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**MOTION:**

**MR. KABAKOFF** moves that the revolving funds for the Local School System, Historic District Commission, Building Department, Sealer of Weights and Measures, Health Department and Fire Department be established for FY 1998 in the amounts and for the purposes as set forth in the article.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 42 TOWN BOARD SUPPORT —  
SPECIAL PROJECTS**  
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, \$10,000, or any other sum, to be expended by the Town Manager for the on-going expenses of the Acton Boxborough Cultural Council and the Land Stewardship Sub-Committee of the Conservation Commission as listed below:

A. Cultural Council	\$5,000
B. Land Stewardship Sub-Committee	\$5,000
Total	\$10,000

or take any other action relative thereto.

**MOTION:**

**MS. TAVERNIER** moves that the Town raise and appropriate \$10,000.00 to be expended by the Town Manager for the on-going expenses of the Acton Boxborough Cultural Council and the Land Stewardship Sub-Committee of the Conservation Commission as listed in the Article.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 43 CAPITAL IMPROVEMENTS,  
INFRASTRUCTURE- SIDEWALKS**  
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$73,000, or any other sum, to be expended by the Town Manager for the development of

sidewalks, or take any other action relative thereto.

**MOTION:**

**MR. MULLIN** moves that the Town raise and appropriate \$73,000.00 to be expended by the Town Manager for the purpose of constructing sidewalks and that to raise such amount \$73,000.00 be transferred from Free Cash.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 44 CAPITAL IMPROVEMENTS,  
FACILITIES AND EQUIPMENT —  
REPAIR AND RENOVATIONS**  
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds the sum of \$97,500, or any other sum, to be expended by the Town Manager for the various purposes listed below:

**Estimated Cost**

A. Town Hall Painting	\$40,000
B. DPW Door Replacement	\$15,000
C. Fire Station Roof Repairs	\$36,000
D. Slice Seeder	\$ 6,500
Total	\$97,500

or take any other action relative thereto.

**MOTION:**

**MR. FRIEDRICHS** moves that the Town raise and appropriate \$97,500.00 to be expended by the Town Manager for the purpose of purchasing equipment and making infrastructure repairs as listed in the Article and that to raise such amount \$97,500.00 be transferred from Free Cash.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 45 CAPITAL IMPROVEMENTS —  
VEHICLE REPLACEMENTS**  
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$186,000, or any other sum, to be expended by the Town Manager for the various purposes listed below:

**Estimated Cost**

A. Replace Five ton dump truck	\$67,000
B. Replace 2 1/2 ton rack truck	\$46,000
C. Replace 1/2 ton pick up	\$22,000
D. Replace Crawler Loader	\$30,000
E. Replace 3/4 ton pick-up	\$21,000
Total	\$186,000



or take any other action relative thereto.

**MOTION:**

**MR. FRIEDRICHS** moves that the Town raise and appropriate \$186,000.00 to be expended by the Town Manager for the purpose of replacing vehicles as listed in the Article and that to raise such amount, \$186,000.00 be transferred from Free Cash, and further, that the Town Manager be authorized to sell, trade or dispose of vehicles being replaced and to expend any proceeds received for such new vehicles.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 46    AMBULANCE REPLACEMENT**  
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, \$130,000, or any other sum, to be expended by the Town Manager for the purchase and equipping of an ambulance, or take any other action relative thereto.

**MOTION:**

**MR. FRIEDRICHS** moves that the Town raise and appropriate \$130,000.00 to be expended by the Town Manager for the purpose of purchasing and equipping an ambulance and that to raise such amount, \$130,000.00 be transferred from Free Cash, and further, that the Town Manager be authorized to sell, trade or dispose of the ambulance being replaced and to expend any proceeds received for such new ambulance.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 47    USE OF FUNDS TO REDUCE THE**  
**TAX RATE — FREE CASH**  
(Majority Vote Required)

To see if the Town will determine an amount of free cash which shall be used for the purpose of reducing the tax rate for the fiscal year beginning July 1, 1997, or take any other action relative thereto.

**MOTION:**

**MS. TAVERNIER** moves to take no action.

**MOTION TO TAKE NO ACTION CARRIES UNANIMOUSLY.**

**ARTICLE 48\*    CHAPTER 90 HIGHWAY**  
**REIMBURSEMENT PROGRAM**  
(Majority Vote Required)

To see if the Town will raise and appropriate or appropriate from available funds a sum of money for highway improvements

under the authority of Chapter 90 of the Mass General Laws and any other applicable laws, or take any other action relative thereto.

**MR. KABAKOFF** moves that the Selectmen are authorized to accept Highway Funds from all sources and such funds are hereby appropriated for highway purposes.

**CONSENT MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 49\*    EMERGENCY/DISASTER**  
**AID APPROPRIATIONS**  
(Majority Vote Required)

To see if the Town will vote to appropriate any Federal Government and State Government reimbursement for costs incurred as a result of any declared emergencies or other unusual occurrences during Fiscal Year 1998; or take any other action relative thereto.

**MOTION: [Consent]**

**MR. KABAKOFF** moves in the words of the Article.

**CONSENT MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 50\*    RELOCATION AND LAYOUT**  
**OF A PORTION OF**  
**LEDGE ROCK WAY**  
(Majority Vote Required)

To see if the Town will vote to accept as a Town way a portion of Ledge Rock Way from the end of the present cul-de-sac a distance of 211 feet, more or less, in a northwesterly direction to land of the Town of Acton, as relocated and laid out by the Board of Selectmen according to a plan on file with the Town Clerk; including acceptance of "Parcel U" as shown on said plan from Utica Realty Trust, James J. & Mary F. Redmond, Trustees, and the abandonment of the public way laid out and accepted by the Town in 1981 on Parcels T, V, W & X; said layout and relocation being more fully described in the Order of Street Layout and Relocation on file with the Town Clerk, or take any action relative thereto.

**MOTION: [Consent]**

**MR. MULLIN** moves that the Town accept as a public way a portion of Ledge Rock Way as described in the Article, as laid out by the Board of Selectmen according to plans on file with the Town Clerk, and authorize the Board of Selectmen to take the fee or easements for drainage, utility, or other purposes where shown on said plan or described in the Order of Layout.

**CONSENT MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 51\* SALE OF TOWN LAND**  
(2/3 Vote Required)

To see if the Town will vote to authorize the Board of Selectmen to sell and convey for a sum of not less than \$1.00, the fee in certain parcels of vacant land located on Ledge Rock Way and shown on a plan entitled "Rex Lane Subdivision, Acton, Mass. Lot Layout Plan" dated November 15, 1996, said parcels to be conveyed as follows:

To: Rex Lumber Company, Inc. Parcel T

To: Utica Realty Trust;  
James J. & Mary F. Redmond, Trustees Parcel V

To: Redledge Realty Trust;  
Cynthia Redmond, Trustee Parcels W & X

or take any other action relative thereto.

**MOTION: [Consent]**

**MR. MULLIN** moves that the Town authorize the Board of Selectmen to sell and convey, for a sum of not less than \$1.00, the fee in certain parcels of vacant land located on Ledge Rock Way and shown on a plan entitled "Rex Lane Subdivision, Acton, Mass. Lot Layout Plan" dated November 15, 1996; as described in this Article.

**CONSENT MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 52\* ABANDONMENT OF EASEMENT**  
(2/3 Vote Required)

To see if the Town will vote to authorize the Board of Selectmen, for a sum of not less than \$1.00, to sell and convey to Rex Lumber Company, Inc. all right, title and interest the Town has in a right-of-way and utility easement at the end of Ledge Rock Way as shown on a plan entitled "Definitive Subdivision Plan in Acton, MA, Main Street Industrial Park, Owner-Developer: Joseph and Margaret Britt, Engineer, R.D. Nelson" dated October 17, 1970 (revised January 12, 1971) and recorded at the Middlesex South District Registry of Deeds, Cambridge, Massachusetts in Book 11977 Page 173 as Plan Number 278 of 1971; said easement being described as Easement #3 in an Order of Taking recorded with said deeds in Book 14277 Page 204, or take any other action relative thereto.

**MOTION: [Consent]**

**MR. MULLIN** moves that the Town authorize the Board of Selectmen, for a sum of not less than \$1.00, to sell and convey to Rex Lumber Company, Inc. all right, title and interest the Town has in a right-of-way and utility easement at the end of Ledge Rock Way as shown on a plan entitled "Definitive Subdivision Plan in Acton, MA., Main Street Industrial Park, Owner-Developer: Joseph and Margaret Britt, Engineer, R.D.

Nelson" dated October 17, 1970 (revised January 12, 1971) and recorded at the Middlesex South District Registry of Deeds Cambridge, Massachusetts in Book 11977 Page 173 as Plan Number 278 of 1971; said easement being described as Easement #3 in an Order of Taking recorded with said deeds in Book 14277 Page 204.

**CONSENT MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 53\* STREET ACCEPTANCES**  
(2/3 Vote Required)

To see if the Town will accept as a public way the following streets or portions thereof, as laid out by the Board of Selectmen according to a plan on file with the Town Clerk, and authorize the Board of Selectmen to take the fee or easement in said streets by eminent domain or otherwise, including parcels S.P. 1 and F, as well as easements for drainage, utility, or other purposes as shown on said plans or described in the Order of Layout:

**In the MARSHALL CROSSING SUBDIVISION**

**MARSHALL PATH** - from the southeasterly sideline of Carlisle Road a distance of 1,425 feet, more or less, in a southeasterly and southerly direction to the southerly sideline of a 75.00 foot radius cul-de-sac (including the cul-de-sac), this being the entire road

**BLUEBERRY PATH** - from the westerly sideline of Marshall Path a distance of 500 feet, more or less, in a southwesterly direction to the southerly boundary of land now or formerly of R.P. Realty Trust, this being the entire road

or take any other action relative thereto.

**MOTION: [Consent]**

**"HELD"**

**MR. FRIEDRICHS** moves that the Town accept as a public way the streets listed in this Article, as laid out by the Board of Selectmen according to plans on file with the Town Clerk, and authorize the Board of Selectmen to take the fee or easements for drainage, utility, or other purposes where shown on said plan or described in the Order of Layout.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 54\* CHARTER ROAD**  
**SIDEWALK EASEMENTS**  
(Majority Vote Required)

To see if the Town will vote to accept as gifts the following easements for sidewalk purposes:

A. From James W. & Susan C. Bricker of 76 Charter Road an easement along their frontage on Charter Road;

B. From Christopher C. Hanna and Gerry F. Fulbrook-Hanna of 80 Charter Road an easement along their frontage on Charter Road;

or take any other action relative thereto.

**MOTION: [Consent]**

**MR. KABAKOFF** moves in the words of the Article.

**CONSENT MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 55\* SCHOOL STREET  
SIDEWALK EASEMENTS**  
(Majority Vote Required)

To see if the Town will vote to accept as gifts the following easements for sidewalk purposes:

A. From Silvia Lichtensteiger of 178 School Street, an easement along a portion of her frontage on School Street;

B. From Charles C. & Patricia Francisco of Moreland Hills, Ohio, an easement along a portion of their frontage at 182 School Street;

C. From Stanley Albert and Helen Anne Marchocki of 186 School Street, an easement along a portion of their frontage on School Street;

or take any other action relative thereto.

**MOTION: [Consent]**

**MR. KABAKOFF** moves in the words of the Article.

**CONSENT MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 56\* SCHOOL STREET  
SIDEWALK EASEMENT**  
(2/3 Vote Required)

To see if the Town will vote to purchase, take by eminent domain or otherwise acquire from James B. and Elsie E. Hancock of 13 Lilac Court a parcel of vacant land fronting on School Street and containing approximately 2000 square feet for sidewalk purposes, and authorize the Board of Selectmen and Town Manager to take all action necessary to effectuate such acquisition, or take any other action relative thereto.

**MOTION: [Consent]**

**"HELD"**

**MR. KABAKOFF** moves to take no action.

**MOTION TO TAKE NO ACTION CARRIES UNANIMOUSLY.**

**ARTICLE 57\* ACCEPTANCE OF GIFT OF  
LAND, MARSHALL CROSSING**  
(Majority Vote Required)

To see if the Town of Acton will vote to accept as a gift from Bowen Estate I Realty Trust u/d/t a parcel of vacant land consisting of 12.86 acres, more or less, located near Marshall Path in North Acton and shown on the Town Atlas as parcel 9 on Plate C-6, and as Parcel C on the Definitive Subdivision and Planned Conservation Residential Community Plan entitled "Marshall Crossing, Acton, Massachusetts" for purposes of conservation, recreation and other uses allowed on Common Lands pursuant to Section 9 of the Zoning Bylaw, or take any other action relative thereto.

**MOTION: [Consent]**

**"HELD"**

**MR. MULLIN** moves in the words of the Article.

**MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 58\* ACCEPTANCE OF EASEMENT,  
NEW VIEW**  
(Majority Vote Required)

To see if the Town of Acton will vote to accept as a gift from New View Condominium Trust u/d/t a Conditional Easement recorded in the Middlesex South District Registry of Deeds on October 30, 1996 as Document No. 120, along with slope, utility and construction easements on both sides as shown on the plan of New View Condominium recorded at the Middlesex South District Registry of Deeds as Plan No. 1192 of 1995, or take any other action relative thereto.

**MOTION: [Consent]**

**MR. MULLIN** moves in the words of the Article.

**CONSENT MOTION CARRIES UNANIMOUSLY.**

**ARTICLE 59\* ACCEPTANCE OF LAND GIFT**  
(Majority vote required)

To see if the Town will vote to accept as a gift a parcel of vacant land from Frank B. Dentino and Martin J. Maria, Trustees of Heather on the Hill Realty Trust and shown as Parcel A on a



plan recorded in the Middlesex South District Registry of Deeds as Plan #221 of 1981, said parcel contains 17.9 acres of land and is identified on the Town Atlas as map G-1, parcel 308, for general municipal purposes; or take any other action relative thereto.

**MOTION: [Consent]**

**MR. MULLIN** moves in the words of the Article.

**CONSENT MOTION CARRIES UNANIMOUSLY.**

**MRS. TAVERNIER MOVES TO DISSOLVE  
THIS TOWN MEETING AT 11.57 P.M.**

**MOTION CARRIES UNANIMOUSLY.**

## **ABSTRACT OF THE SPECIAL TOWN MEETING OCTOBER 14, 1997\_\_\_\_\_**

Number Of Registered Voters  
Attending The Town Meeting: 314

Moderator Donald Mackenzie called the meeting to order on Tuesday, October 14, 1997 at 7:00 p.m.

After welcoming the attendees to the special town meeting, the Moderator informed the audience that during the meeting Tom Tidman would answer any questions on Article 1 and John Murray would answer any questions on Article 2. he then gave a brief review of Town Meeting rules and regulations.

The Moderator introduced F. Dore' Hunter, Chairman of the Board of Selectmen. Mr. Hunter introduced members of Board of Selectmen, the Town Manager, the Town Accountant and the Assistant Town Manager. The Moderator introduced Town Counsel, the Town Clerk and Thomas Mackey, Chairman of the Finance Committee. Mr. Mackey introduced the members of the Finance Committee.

Mr. Mackenzie called upon Jasmin Brandeis to give a short presentation on the " AB CELEBRATION 98 ".

Mr. Mackenzie then reads the motion for Article 1.

### **ARTICLE 1            MORRISON LAND (Majority Vote Required)**

To see if the Town will raise and appropriate, appropriate from available funds or transfer from previous appropriations the sum of \$233,179.88, or any other sum, to be added to previously appropriated funds, to be expended by the Town Manager for the

purpose of acquiring by purchase, eminent domain or otherwise the 32.56 acre Morrison Property located on Concord Road and shown on the Acton Town Atlas Map F-4, Parcel 34, or take an other action relative thereto.

**MOTION:**

Mr. Mullin moves that the Town appropriate \$233,179.8 for the purpose of supplementing monies previously appropriated for the purchase of the Morrison Property located on Concord Road and as shown on the Acton Town Atlas Map F-4 Parcel 34, and to raise such amount \$233,179.88 be transferred from the appropriation voted under Article 4 of the warrant for the November 15, 1995 Special Town Meeting, "Acquisition of Camp Acton".

**MOTION CARRIES**

### **ARTICLE 2            INCREASE INSURANCE CONTRIBUTION (Majority Vote Required)**

To see if the Town will vote to accept Section 9E of Chapter 32B of the General Laws, which authorizes the Town to make contributions in excess of 50% of the premium for group health and life insurance policies for retired employees and to raise and appropriate or appropriate from available funds, a sum of money for funding such contribution, or take any other action relative thereto. Specifically it is requested that the Town contribution be raised from its present share of 50% to 75% for all retired Town employees.

### **# SUBMITTED BY CITIZEN PETITION**

**MOTION:**

Mr. MacGregor moves that the Town accept Section 9E of Chapter 32B of the General Laws effective July 1, 1998.

**MOTION CARRIES**

VOTE: YES    173    NO    118    TOTAL    291

Mr. Gilberti moves to adopt the following resolution:

Be it resolved that with the adoption of Section 9e of Chapter 32B of the General Laws that the Selectmen and School Committee at the urging of this Town Meeting, increase the Towns and School Committees contribution for retiree's health insurance from 50% to 75% as of July 1, 1998.

**RESOLUTION IS LOST**

**ARTICLE 3****RE-PURCHASE CEMETERY  
GRAVE LOT  
(Majority Vote Required)**

To see if the Town will authorize the Cemetery Commissioners to repurchase a two-grave lot #195, located in Section 9, Woodlawn Cemetery, for the amount paid to date (\$510.00), said lot having been partially paid for, and to see if the Town will authorize the appropriation of \$200.00 from the Cemetery Land Fund and \$310.00 from the New Perpetual Care Fund for this purpose.

**MOTION:**

Mr. Kabakoff moves that the Town appropriate \$510.00 for the purpose of repurchasing grave lot #195 located in Section 9 Woodlawn Cemetery, and to raise such amount \$310.00 be transferred from the New Perpetual Care Fund and \$200.00 be transferred from the Cemetery Land Fund.

**MOTION CARRIES UNANIMOUSLY****TELLERS:**

Bell Choate  
Edward Ellis  
Midge Brown  
Bill Cady  
Brewster Conant  
Tom Geagan  
Connie Huber  
Charles Husbands  
Charles Kadlec  
Kimberly Powers  
Ed Richter  
Loretta Roscoe  
Ann Simeone

# TOWN ELECTIONS AND STATISTICS

## ANNUAL TOWN ELECTION

APRIL 1, 1997

Vote Count		Pct 1	Pct 2	Pct 3	Pct4	Pct5	Total
Machine	09:00 Am	53	83	101	74	86	397
	11:00 Am	71	114	147	107	116	555
	02:00 Pm	105	203	249	192	199	948
	04:00 Pm	136	275	342	269	265	1287
	6:00 pm	163	353	415	375	348	1654
Machine Total		197	430	578	437	403	2045
Plus	Hand Count			1		1	

Total Voted 197 430 578 438 403 2046

Total Number Registered Voters— 2159 2340 2328 2285 2407 11519

Moderator		Pct 1	Pct 2	Pct 3	Pct4	Pct5	Total
Blanks		22	53	55	48	45	223
Donald MacKenzie		174	377	522	386	357	1816
Scattered		1		1	4	1	7
Total		197	430	578	438	403	2046
		1					

Selectman		Pct 1	Pct 2	Pct 3	Pct4	Pct5	Total
Blanks		49	113	148	107	103	520
Wayne L. Friedrichs		147	313	421	327	296	1504
Scattered		1	4	9	4	4	22
Total		197	430	578	438	403	2046

School Committee		Pct 1	Pct 2	Pct 3	Pct4	Pct5	Total
Blanks		52	119	176	123	118	588
Pamela Harting-Barrat		126	254	351	277	237	1245
Lees N. Stuntz		113	276	328	265	230	1212
Jasmin Brandeis		103	210	297	207	221	1038
Scattered		1	4	4	9	0	
Total		394	860	1156	876	806	4092

Trustee, Memorial Library		Pct 1	Pct 2	Pct 3	Pct4	Pct5	Total
Blanks		44	118	135	94	109	500
David T. Barrat		151	311	440	338	294	1534
Scattered		2	1	3	5		11
Total		197	430	578	438	403	2046

Acton Housing Authority		Pct 1	Pct 2	Pct 3	Pct4	Pct5	Total
Blanks		44	101	127	97	103	472
Jean Schoch		153	329	450	336	299	1567
Scattered				1	5	1	7
Total		197	430	578	438	403	2046

## Question 1

Shall The Acton Town Charter Be Amended By Changing The Name Of The Acton/Boxborough Arts Council To The Acton Box- Boroughcultural Council?

Blanks	16	42	58	45	55	21
Yes	141	294	428	310	280	145
No	40	94	92	83	68	37
Total	197	430	578	438	403	2046

## Water Supply Dist.

### Moderator

Blanks	43	93	110	84	96	420
Richard O'Brien	154	337	468	353	307	1619
Scattered				1		
Total	197	430	578	438	403	2046

## Water Supply Dist.

### Commissioner

Blanks	43	107	123	87	97	457
Leonard A. Phillips	154	323	454	349	306	1586
Scattered			1	2		3
Total	197	430	578	438	403	2046

## Clerk

Blanks	41	103	127	88	96	455
Jane A. Cutler	156	327	451	348	307	1589
Scattered				2		2
Total	197	430	578	438	403	2046

## SPECIAL TOWN ELECTION

MAY 13, 1997

Vote Count		Pct 1	Pct 2	Pct 3	Pct4	Pct5	Total
Machine	09:00 Am	30	49	42	33	44	198
	11:00 Am	100	181	151	124	185	741
	02:00 Pm	140	230	214	172	242	998
	5:00pm	185	360	315	233	332	1425
	6:00pm	218	424	402	314	421	1779
Machine Total	Final	283	523	538	400	522	2266
Plus Hand Count			3	2	1	2	8
Total Voted		283	526	540	401	524	2274
Total Number							
Registered Voters—		2159	2340	2328	2285	2407	11519



**QUESTION 1**

Shall the Acton Town be allowed to exempt from the provisions of proposition two and one half, so called, the amounts required to pay for the bond issued in order to remodel, reconstruct and make extraordinary repairs to the Conant, Douglas, Bates, Merriam and McCarthy-Towne Schools and to the Blanchard Auditorium, including the purchase of equipment, architects' and engineers' fees?

BLANKS	1	6	4	2	5	18
VOTES	208	346	369	264	340	1527
NO	74	174	167	135	179	729
TOTAL	283	526	540	401	524	2274

**QUESTION 2**

Shall the Acton Town be allowed to exempt from the provisions of proposition two and one half, so called, the amounts required to pay for the bond issued in order to acquire the land known as the Morrison Property for general municipal purposes; said land being located on northerly side of Concord Road and bordered on its westerly side by Woodlawn Cemetery and on its easterly side by Ice House Pond?

BLANKS	0	2	2	3	2	9
VOTES	231	421	406	294	383	1735
NO	52	103	132	104	139	530
TOTAL	283	526	540	401	524	2274

**OTHER INFORMATION****REGISTERED VOTER STATISTICS**

REGISTERED DEMOCRATS	2501
REGISTERED REPUBLICANS	1806
REGISTERED INDEPENDENTS	7398
REGISTERED OTHERS	19
TOTAL REGISTERED	11,724
UNREGISTERED	7,355
TOTAL POPULATION	19,059
VOTING STATISTICS	
VOTING LICENSES ISSUED	1,540
BIRTHS RECORDED	233
MARRIAGES RECORDED	128
DEATHS RECORDED	95

**DEATH**

Name	DOD	Age
Carmichael, Lillian C.	1/1/97	92
Bernier, Rose Alma	1/3/97	95
Mara, Sally	1/8/97	80
Manlick, Stella Eva	1/12/97	74
Veleno, Rose	1/13/97	106
Longtine, Dolores Theresa	1/19/97	78
Minty, John Ross	1/19/97	75
Boisvert, Louise L.	1/18/97	62
Pereira, Beatrice	1/17/97	87
Burgess, Evelyn	2/4/97	89
Kimball, Alice W	2/3/97	95
Bourgeois, Concetta Nancy	2/7/97	76
Steeves, Earl C	2/9/97	58
Norton, Margaret M	2/12/97	88
Meuse, Alice A	2/23/97	85
Nyland, John	3/1/97	89
Bolstad, Jennie	3/14/97	90
Underwood, Harry Edward	3/18/97	92
Smith, Polly	1/10/97	87
Leproux, Emmanuel John	1/22/97	75
Jarvi, Sylvia M.	1/29/97	85
Beaudoin, Pauline T.	3/26/97	66
Hermes, Alfred R.	1/1/97	81
Grandine, Florence Ada	2/5/97	83
Covey, Maud Beatrice	2/7/97	95
Gunaris, Rheta D	4/2/97	82
Doughty, Alden Mayfield	4/21/97	82
Ku, Ko-Fang	3/4/97	75
Raymond, George Johnston	3/18/97	81
Thomas, George H., Jr	5/6/97	68
Taylor, Bertha L.	5/14/97	85
Holley, Jason David	3/22/97	23
Haley, Lucy Mary	5/19/97	92
Hart, Blanch M.	4/14/97	88
Palmer, Katherine Elaine	5/30/97	26
Payne, William T.	6/5/97	87
Seaburg, Grace Belle	6/7/97	98
Freeman, Muriel Sarah	6/8/97	91
Frigulietti, John	6/8/97	77
Payne, Mary	6/14/97	77
Frost, Margery P.	6/16/97	96
Walker, David G.	6/23/97	71
Nicholas, Donna	6/30/97	44
Mcmenimen, Helen	7/2/97	82
Howell, Leo G.	6/25/97	65
Rosen, Edward A.	7/20/97	82
Frediani, Ann E	7/31/97	78
Walunas, Brone Michael	8/4/97	74
Kneeland, Mary E	8/7/97	81
Smith, Frances E	6/30/97	89
Bullwinkel, Henry J	7/23/97	67
Nelson, Carl	8/10/97	92
Dakides Helen	8/11/97	80
Wilson, Eleanor P	8/13/97	91

Barry, Martha Veronica	8/13/97	95
Walsh, Jean Ellen	8/13/97	67
Malson, Francis L	7/1/97	66
Kelly, Margaret P	8/20/97	64
Johnston, Nellie L	8/23/97	95
Bruce, Gary Joseph	8/22/97	20
Hine, Anne Barbara	8/31/97	94
Conquest, Arthur J	6/30/97	84
Perry, Esther Frances	9/2/97	71
Nelson, Dorothy Elizabeth	9/3/97	73
Lang, Ruth Alberta	9/6/97	95
Fletcher, Frederic B	9/17/97	85
Young, Ruth J	9/22/97	84
Olmstead, Anne M	10/2/97	88
Manson, Cynthia Ross	10/2/97	46
Conheeney, James P	10/9/97	85
Terrasi, Emily	10/8/97	85
Reini, Irja Wellamo	10/5/97	78
Zwack, Clement William	8/1/97	78
Marceau, Richard M	8/20/97	40
Andrews, George W	9/3/97	91
Bevan, Geoffrey Brooks	9/17/97	50
Coffey, Roger T	9/19/97	83
Donald, Judith P	10/23/97	38
Feltus, Donald Oliver	11/1/97	79
Meidell, Martha Jane	11/4/97	73
Kennedy, Marjorie R.	11/11/97	88
James, Nina D.	11/12/97	96
Pasciuto, Marie Mitrano	11/13/97	102
Kelly, Eunice Estelle	11/13/97	83
Waxman, Betty M.	10/2/97	67
Kane, Vivian	11/18/97	86
Wang, Ronald R.S.	11/24/97	63
Hyden, Anna Elvira	12/7/97	91
Kranak, John P.	11/11/97	63
Sheehan, Bridget	11/12/97	94
Moody, William Henry Jr.	11/13/97	70
Paskavitz, Stacia	11/22/97	78
Clifford, Dorothy Rand	11/24/97	92
Bonfiglio, Guy P. Jr.	10/29/97	41
Paananen, Lempi Aliina	12/24/97	92

# ACTON INFORMATION

## NATIONAL, STATE, AND COUNTY OFFICIALS

### PRESIDENT

William J. Clinton

### Vice-President

Albert Gore

### Senators In Congress 1st Congressional District

Edward M. Kennedy  
John F. Kerry

### 1st Congressional District Representative In Congress

Martin T. Meehan

### STATE

### Governor Acting-Governor

George Paul Cellucci

### Lieutenant Governor

### Secretary Of The Commonwealth

William Francis Galvin

### Treasurer And Receiver General

Joseph D. Malone

### Auditor Of The Commonwealth

Joseph Denucci

### Attorney General

L. Scott Harshbarger

### Councilor, 3rd Councilor District

Cynthia Creem

### Senator Middlesex/Worcester District

Robert A. Durand

### Representative In General Court 14th Middlesex Representative District

Pamela P. Resor

### MIDDLESEX COUNTY

### Commissioners

Thomas J. Larkin  
Edward J. Kennedy  
Francis X. Flaherty

### Clerk Of Superior Courts

Edward J. Sullivan

### Register Of Deeds Middle South District

Eugene C. Brune

### County Treasurer

James E. Fahery, Jr.

### Register Of Probate

Acting Marie Gardin

### District Attorney

Thomas F. Reilly

### County Sheriff

James V. DiPaola



# ELECTED TOWN OFFICIALS

OFFICE	NAME	TERM EXPIRES
<b>Moderator</b>		
	Donald MacKenzie	1998
<b>Board Of Selectmen</b>		
Chair;	F. Dore Hunter	1999
	Nancy E. Tavernier	1999
	William C. Mullin	1998
V Chair	Wayne Friedrichs	2000
Clerk	Herman Kabakoff	1998
<b>District Acton - Boxborough Regional School</b>		
	Mary Ann Vogel	1998
	William Ray	1999
	Cheryl Levine	2000
	Mike Scanlon	1999
	Philip Zelikow	1999
Chair;	Micki Williams	1998
	Nancy Banks	1998
	Pam Harting-Barrat	2000
	Lees Stuntz	2000
<b>Acton Public Schools Committee</b>		
	Mike Scanlon	1999
	Philip Zelikow	1999
Chair;	Micki Williams	1998
	Nancy Banks	1998
	Pam Harting-Barrat	2000
	Lees Stuntz	2000
<b>Trustees Memorial Library</b>		
Co-Ch;	Henry J. Hogan	Corporate
Clerk;	David T. Barrat	2000
	David Didriksen	1998
	Brewster Conant	Corporate
	Raymond Shamel	Corporate
	Dennis Ahern	Corporate
	Ann Chang	Corporate
	Frank Joyner	1999
<b>Housing Authority</b>		
*Chair;	Tom Dill	1998
Co-Ch;	Jean B. Schoch	2002
	Claire Kostro	1998
	Dean Cavaretta	2000
	Diane Poulos Harpell	2001
<b>Trustees, Fireman's Relief Fund Acton</b>		
	William Klauer	1999
	Allen H Nelson	2000
	Joseph A Conquest	1998

## Trustees, Fireman's Relifef Fund West Acton

Edward Bennet	200
Frederick A. Harris	199
Malcolm S. MacGregor	199

## Trustees, Charlotte Goodnow Fund

Chair	Mabel Grekula	200
	Frances S. Moretti	199
	Shirley Towle	199

## Trustees, Elizabeth White Fund

Chair;	Cornelia O. Huber	199
	Edwin Miller	200
	John J. Powers	199

## Trustees, West Acton Citizen Library

Chair;	Robert Loomis	199
Clerk;	Virginia Rhude	199
	Madeleine Kaduboski	200

# APPOINTED BY MODERATOR

## Finance Committee

Clerk;	John Prendiville	200
	Sidney Johnston	200
	Robert Miller	200
	Charles Olmstead	199
	Jean Sifleet	199
Chair	Thomas Mackey	199
	Rheta Roeber	199
	Jesse Liberty	200
	Peter Ashton	200

## Minuteman Science-Technology H.S.

Robert A. Wiltse	199
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# APPOINTED BY SELECTMEN

## Acton Community Housing Corp

Chair	Peter Berry	1998
Assoc	Stephen Graham	
	Kevin McManus	
	Naomi McManus	1999
	Jana Mullin	1998
	Pam Shuttle	1999
Asso.	Nancy Tavernier	
	Bob VanMeter	

## Council On Aging

Angeline Conn	1998
Ellen Kostro	1998 (State)
Alice Moroney	1998
Steve Olesin	1998
Charles Jenkins	1998

	Royce Christensen	1998	<b>Health, Board Of</b>		
Assoc	Jane Olesin	1998	Chair	Mark Conoby	1999
	Eleanor F. Voorhies	1998		William McInnis	1998
	Nancy Gerhardt	1998		Lisa Wolf	2000
	Roy Trafton	1998		Mark Benedict	2000
			(Assoc)	Rita L. Dolan	1998
<b>Board Of Appeals</b>					
Chair	Peter Berry	1999	<b>Hanscom Field Advisory</b>		
	Nicholas Miller	2000		Richard Rippere	2000
	Janet Clark	2000		David Matson	
(Alt)	Thomas M. Lemire	2000	<b>Historical Commission</b>		
(Alt)	David Black	2000	*Chair;	Antia Dodson	1999
(Alt)	Cara Voutselas	2000		William Klauer	1999
<b>Board Of Assessor's</b>					
	James Kotanchik	1999		David Harris	2000
	Donald Rhude	1999		Peter Grover	1998
Chair;	David E. Brown	2000		Victoria Beyer	2000
			(Assoc)	Georgiana B. Gagon	1998
<b>Acton - Boxborough Cultural Council</b>					
	Kay Rosenberg Hartung	2000	<b>Historic District Commission</b>		
Chair;	Catherine Christensen	1997	V Chair	Anne Forbes	2000
	Carol Geist	1997	Chair	Thomas Peterman	2000
Co-Ch	Susan Richmond	1999	Clerk;	Michaela Moran	1998
	Lynn Horsky	1997		Robert McCall	1998
	Catherine Coleman	1999		Sandra Schmidt	1999
	Janet Thorpe	1999	(Alt.)	Margert Wargelin	1998
	Jo Goldman			Donna DeBoever	1999
	Janis Redlich	1998	(Alt.)	Kenneth Guditz	2000
	Noreen Rowe	2000	<b>Lowell Regional Transit</b>		
	Jennifer Sullivan			Sheldon Herskovitz	1999
<b>Cable Advisory Committee</b>					
	Laura C. Hirsch	1999	<b>Metropolitan Area Planning</b>		
Chair;	John Covert	1999		Christopher Tolly	2000
	Peter Robinson	2000	<b>Minuteman Home Care</b>		
Alt.	Terra Friedrichs	1999		Richard King	2000
	Scott Wieder	1999	<b>Planning Board</b>		
	Richard Schroder	1999		William H. Shupert 3rd	2000
<b>Cemetery Commission</b>					
Clerk;	Donald MacLennan	1998	Chair;	John Pavan	2002
	Brewster Conant	1999	V Chair	Gregory Niemyski	1998
	George O'Clair	2000	Clerk;	Richard Croswell	1999
				Joshua Chernin	1999
<b>Conservation Commission</b>					
	Barbara Smith	2000		Pat Halm	1999
Chair;	Barbara Epstein	1999		Christopher Tolley	1998
	Mathew Liebman	1999	(Assoc)	Kenneth Sghia-Hughes	1998
	Terry Maitland	2000	<b>Personnel Board</b>		
	Andrew Magee	1999		John J Donnelly	2000
	Margaret A. Carrol			J Christopher Mar	1999
	Andrew Martino	2000		Kelly Ryder	1998
	Jon Bosworth	1998		William H Shupert	1998
				Diane Yasgur	2000
			Alter.	Lianne Sullivan	2000

**Prison Advisory Committee**

Thomas C. Ballantyne	2000
Nancy Clark	1999

**Recreation Commission**

Bruce Stamski	1998
Allen Warner	1998
Vanetta M. Hunter	1998
Kenneth Frank	1998
William Mullin	2000
Edward Flannery, Jr	
Dr. Michael McQueen	2000
Laura Sikalis	2000
Greg Catalano	2000
Greg W Voss	2000

**South Acton Revitalization Committee**

Sandra Whaley	1997
Betsy Eldridge	1997

**Transportation Advisory Committee**

Sam Lawton	2000
Renee' J Robins	2000
Edward Adelman	1999
Audrey Stuart	1999
(Assoc) Anne Anderson	1998
(Assoc) Arthur Wu	1998
Edward Gardiner	1998

**Volunteer Coordinating Committee**

Clerk Charles R Hubands	2000
Nancy Whitcomb	1999
Jean B Schoch	1998
Betty Danielson	1999
J John Murray	1998
Sheila Kelly	1998
Jasmin Brandeis	2000
Peg Erlanger	2000

**APPOINTMENTS MADE BY  
TOWNMANAGER****Assistant Town Manager**

John Murray

**Assistant Assessor**

Brian McMullin

**Commission on Disabilities**

Dana Snyder-Grant	1998
Elaine Coughlan Havas	1998
Marion Dougherty	1999
Sheila Kelly	2000
Joseph Grandine	2000

**Constables**

David Allen	Robert Connell
Fred Hryniewicz	David Muscovitz
Robert Rhodes	Barbara Hartnet
John Scichlone	Christopher Prehl
Christine Joyce	Stephen Laroche

**Deputy Building Inspector**

David F. Abbt

**Deputy Forest Warden**

William Primiano

**Deputy Inspector of Gas Piping and Gas Appliances**

James G. Corey

**Deputy Inspector of Wires**

Donald MacLeod

**Director of Emergency Management**

Don P. Johnson, Director  
John Murray, Director  
Deputy Director, Seth Campbell  
Deputy Director, Charles Landry

**Director of Municipal Properties**

Douglas K. Halley

**Dog Officer**

Leslie Boardman

**Fence Viewer**

David F. Abbt

**Field Driver**

William J. Durkin

**Fire Chief**

Robert C. Craig

**Deputy Fire Chief**

William M. Primiano

**Captains**

Paul Simeone	Donald Copeland
Bernard Caouette	Edward Bennett

**Lieutenants**

David Soar	George Williams
Carl Robinson	Robert Vanderhoof

**Firefighters**

Forrest Bean, III	James Kessler
Joseph Conquest	Richard O'Leary
Peter Robinson	Bruce L. Vinal
Wayne Decker	James Young
Brent Wheeler	Daniel Morse



**Firefighters/EMT**

Robert Sabourin	Kevin Lyons
John White	Scott Morse
Richard Sullivan	Michael Lyons
Robert Hart	Geoffrey Neagle
James Ray	Ricky Robinson
Krist Nelson	Tom Graham
Tom Wallerstein	Anita Arnum
Kenneth Ineson	Bruce Stone
Mark Richardson	Brian Richter
William Klauer	Robert Wetherbee
Robert Smith, Jr.	Erick Curren

**Call Firefighters**

Robert Puffer	Stephen Sliney
Richard Swenson	John Simeone
William Hartman	

**Forest Warden**

Robert C. Craig

**Inspector of Animals**

Patrick H. Palmer

**Inspector of Gas Piping and Appliances**

Paul Kelleher

**Inspector of Wires**

Clarence Frost

**Building Commissioner**

Garry Rhodes

**Investment Advisory Committee**

Brewster Conant

**Natural Resources/Cemetery Director**

Thomas Tidman

**Kepper of the Lockup**

George Robinson

**Police Department**

**Standing Civil Service Appointment**

Chief George Robinson

Lt. Francis Widmayer Lt. John McNiff

**Sergeants**

Thomas Rogers	James Cogan
Bruce Nadeau	Robert Parisi
Donald Palma	

**Patrolmen**

Frederick Rentschler	Paul Cogan
Christopher Browne	Robert Cogan
James Goodemote	Brian Goodman
Ronald Johnson	Raymond Grey, Jr.
Raymond LaRoche	Todd Fenniman
Christopher Prehl	John Cooney
Michael Cogan	Scott Howe
Kevin Heffernan	Edward Lawton, Jr.
Lisa Driscoll	Theresa DeVirgilio
Luke Penney	Leo Gower

**Matrons**

Faith Williams	Christine Joyce
Linda Koch	

**Police Department Civilian Dispatchers**

Faith Williams	Michelle Hoebeke
Kevin Antonelli	Paul Conners
Anne Milligan	Dean Keeler
Gaedena Abramowitz	

**Public Ceremonies & Celebration**

Paul Hoff	1998
Nancy Ohm	1997

**Public Weighers**

Christopher Prehl	Paul Cogan
John McNiff	Robert Greenough
James A. Barbato	

**Sealer of Weights and Measures**

Mark Fitzpatrick

**Superintendent of Streets**

Richard Howe

**Town Accountant**

Sharon Summers

**Town Engineer**

David F. Abbt

**Town Report Committee**

Pamela Fleetman	1998
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**Veteran's Agent and Burial Agent**

Charles Jones

STREET NAME	PRECINCT	STREET NAME	PRECINCT	STREET NAME	PRECINCT
Heald Road	2	Lincoln Drive	2	Olde Surrey Drive	
Heather Hill Road	3	Lisa Lane	5	Oneida Road	
Hemlock Lane	2	Littlefield Road	3	Orchard Drive	
Henley Road	1	Long Ridge Road	2	Overlook Drive	
Hennessey Drive	4	Longfellow Park	45		
Heritage Road	5	Lothrop Road	4	Parker Street	
Heron View Road	4	Loosestick Way	1	Parmley Drive	
Hickory Hill Trail	2			Patrick Henry Circle	
High Street		MacGregor Way	5	Partridge Pond Road	
2-124 even, 125-309	5	MacKinley Drive	2	Patriots Road	
5-123 odd	4	MacLeod Lane	3	Paul Revere Road	
Highland Road	3	Maddy Lane	5	Pearl Street	
Highridge Way (all business)	1	Madison Lane	2	Perkins Lane	
Hillcrest Drive	5	Magnolia Drive	1	Phalen Street	
Hillside Terrace	3	Maillet Drive	5	Pheasant Hill	
Homestead Street	3	Main Street		Phlox Lane	
Horseshoe Drive	5	1-389	4	Pine Cone Strand	
Hosmer Street		398-631	2	Pine Ridge Road	
2-64 even, 71-119	5	600 to end	3	Pine Street	
3-57 odd	2	Mead Terrace	3	Pinewood Road	
Houghton Lane	3	Meadow Brook Road	2	Piper Lane	
Huckleberry Lane	4	Meadow's Edge	1	Piper Road	
Huron Road	3	Meetinghouse Road	5	even numbers	
		Merriam Lane	5	odd numbers	
Independence Road	5	Milldam Road	1	Pond Ridge Drive	
Iris Court	1	Minot Avenue	2	Pond View Drive	
Isaac Davis Way	4	Minuteman Road	2	Pope Road	
Isabella Way	2	Mohawk Drive	3	Post Office Square	
		Mohegan Road	3	Powder Horn Lane	
Jackson Drive	2	Musket Drive	2	Powder Mill Road	
Jay Lane	1	Myrtle Drive	1	Prescott Road	
Jefferson Drive	2			Proctor Street	
John Swift Road	2	Nadine Road	4	Prospect Street	
Joseph Reed Lane	4	Nagog Hill Road	2	Puritan Road	
Juniper Ridge Road	3	Nagog Park (all business)	-	Putnam Road	
		Nagog Square	1	Putter Drive	
Kate Drive	1	Nash Road	4		
Keefe Road	5	Nashoba Road	3	Quaboag Road	
Kelley Road	4	Newtown Road	2	Quail Run	
Kennedy Lane	3	Nonset Path	1	Quarry Road	
Kingman Road	3	North Street	1		
Kinsley Lane	4	Northbriar Road	1	Railroad Street	
Kinsley Road	4	Notre Dame Road	3	Redwood Road	
Knowlton Drive	4	Nylander Way	5	Revolutionary Road	
Knox Trail	5			Rex Lane	
		Oakwood Road	5	River Street	
Lady Slipper Lane	1	Old Beaver Brook	1	Robbins Street	
Larch Road	2	Old Cart Path	1	Robert Road	
Laurel Court	5	Old Colony Lane	5	Robinwood Road	
Laws Brook Road	5	Old High Street	5	Rose Court	
Ledge Rock Way	1	Old Meadow Lane	5	Russel Road	
Lexington Drive	5	Old Stone Brook	1		
Liberty Street	4	Old Village Road	2	Sachem Way	
Lilac Court	5	Olde Barn Way	3	Saint James Circle	
Lillian Road	1	Olde Lantern Road	3	Samuel Parlin Drive	

STREET NAME	PRECINCT	STREET NAME	PRECINCT	STREET NAME	PRECINCT
Sandas Trail	3	Stonemyeade Way	1	Wachusett Drive	3
Sandalwood Road	5	Stow Street	4	Walnut Street	2
Sandy Drive	5	Strawberry Hill Road	4	Wampanoag Drive	3
Sarah Indian Way	2	Sudbury Road	5	Wampus Avenue	2
Sawmill Road	1	Summer Street	3	Washington Avenue	2
School Street		Sutton Place	2	Waterside Clearing	1
2-90 even	4	Sweetbriar Way	1	Wayside Lane	4
3-87 odd, 93-311	5	Sylvia Street	4	West Road	4
Seminole Road	3			Westford Lane	1
Settlement Way	1	Taylot Road		Wetherbee Street	5
Seneca Court	3	3-30, 42098 even	2	Wheel Wright Lane	1
Seneca Road	3	35-95	4	Wheeler Lane	1
Shady Lane	3	Tenney Circle	5	Whittier Drive	2
Silver Hill Road	5	Thoreau Road	5	Willis Holden Drive	2
Simon Hapgood Lane	1	Ticonderoga Road	3	Willow Street	3
Simon Willard Road	2	Till Drive	1	Wilson Lane	2
Siouxs Street	3	Torrington Lane	4	Windemere Drive	3
Smart Road	3	Town House Lane	4	Windsor Avenue	4
South Street	1	Townsend Road	3	Wingate Lane	1
Spencer Road	4	Trask Road	2	Winter Street	3
Split Rock Road	1	Triangle Farm Lane	1	Winterberry Path Drive	1
Spring Hill Road	1	Tumbling Hawk	1	Wood Lane	2
Pruce Street		Tupelo Way	4	Woodbury Lane	2
30-75	3	Tuttle Drive	4	Woodchester Drive	3
7-11	4			Woodfield Road	3
Squirrel Hill Road	3	Valley Road	5	Wright Terrace	3
Station Way	5	Vanderbelt Road	5	Wyndcliff Drive	1



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## BOXBOROUGH

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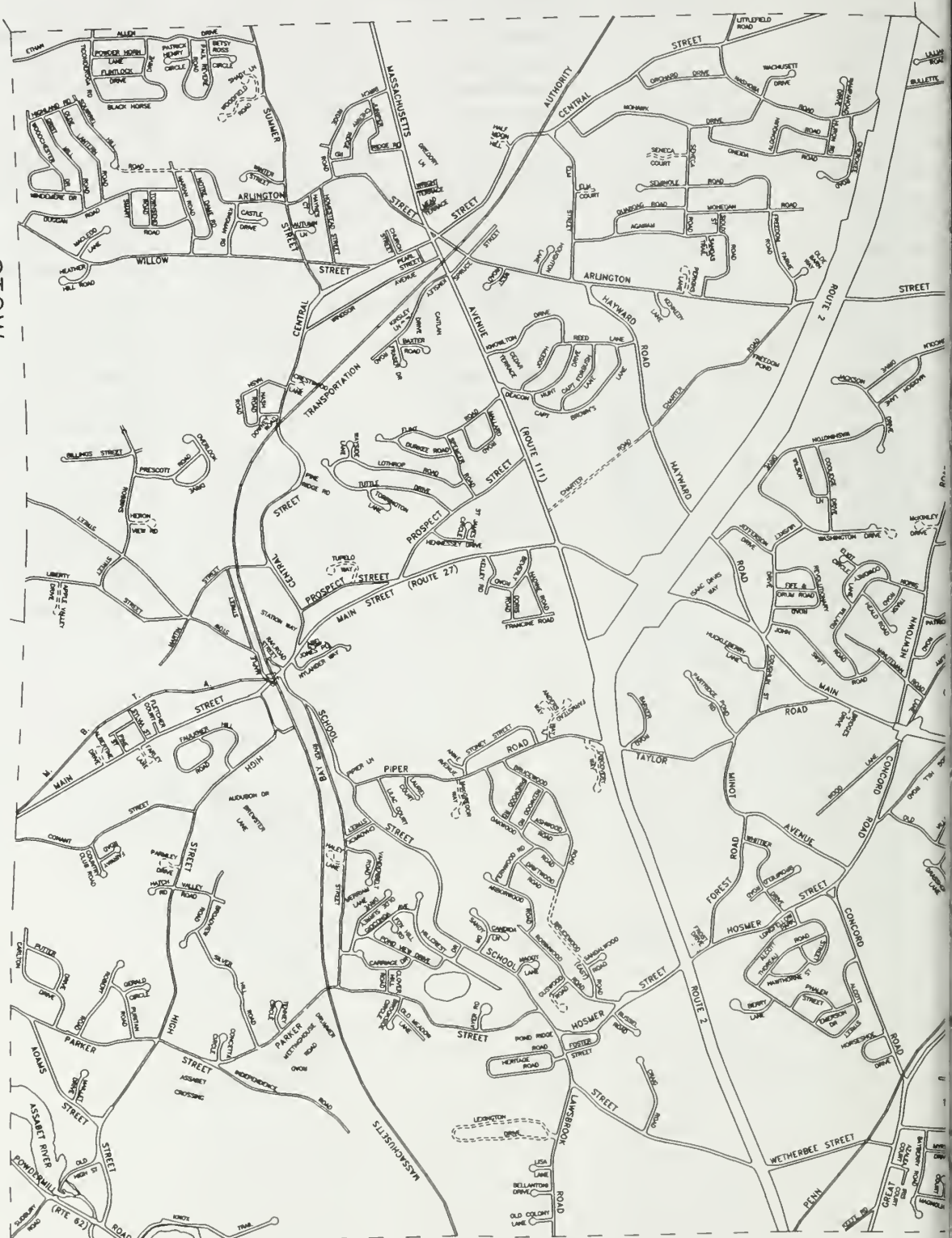
13

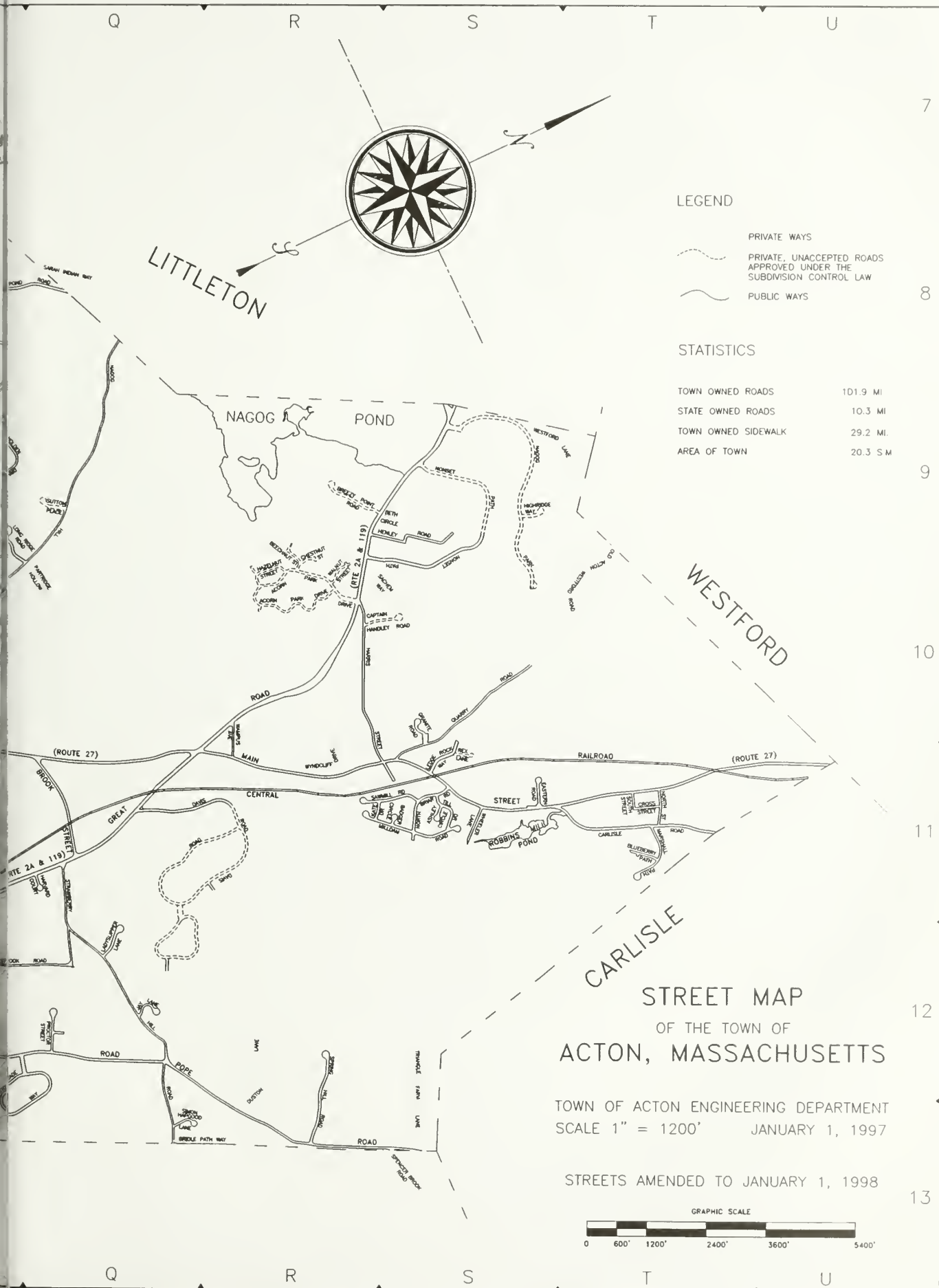
STOW

MAYNARD

SUDBURY

CONCORD





LITTLETON

NAGOG POND

### LEGEND

- PRIVATE WAYS
- PRIVATE, UNACCEPTED ROADS APPROVED UNDER THE SUBDIVISION CONTROL LAW
- PUBLIC WAYS

### STATISTICS

TOWN OWNED ROADS	101.9 MI
STATE OWNED ROADS	10.3 MI
TOWN OWNED SIDEWALK	29.2 MI
AREA OF TOWN	20.3 S M

WESTFORD

CARLISLE

## STREET MAP OF THE TOWN OF ACTON, MASSACHUSETTS

TOWN OF ACTON ENGINEERING DEPARTMENT  
SCALE 1" = 1200' JANUARY 1, 1997

STREETS AMENDED TO JANUARY 1, 1998











# TOWN OF ACTON VOLUNTEER APPLICATION

Residents interested in serving on a Town Board, Committee, or Commission are requested to complete this form and forward it to the office of the Town Manager at the Acton Town Hall.

Please print or type)

Date: \_\_\_\_\_

Mr/Mrs.  
Ms/Dr Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

Street Address \_\_\_\_\_ Home Phone \_\_\_\_\_ Business Phone \_\_\_\_\_

Please refer to the other side of this sheet and indicate below, in order of preference, the Board, Committee, or Commission, which is of interest to you:

1) \_\_\_\_\_  
2) \_\_\_\_\_  
3) \_\_\_\_\_

Have you been a member of a Board, Committee, or Commission previously (either in Acton or elsewhere)? If you have, please list name(s) and dates (approx):

\_\_\_\_\_  
\_\_\_\_\_

Do you have any time restrictions? \_\_\_\_\_

How long have you lived in Acton? \_\_\_\_\_ in Massachusetts? \_\_\_\_\_

Are you a US citizen? \_\_\_\_\_

Present occupation and employer (optional-attach resume) \_\_\_\_\_

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? \_\_\_\_\_

Education or special training \_\_\_\_\_

Please list below any additional information or comments which may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interest/hobbies, etc:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# TOWN OF ACTON VOLUNTEER BOARDS, COMMITTEES, AND COMMISSIONS

## Permanent Acton Town Boards

Board of Appeals  
Board of Assessors  
Board of Health  
Cemetery Commission  
Commission on Disability  
Conservation Commission  
Council on Aging  
Fair Housing Committee  
Finance Committee  
Historic District Commission  
Personnel Board  
Planning Board  
Public Ceremonies & Celebrations Committee  
Recreation Commission

Town Report Committee  
Transportation Advisory Committee  
Volunteer Coordinating Committee

## Regional Boards which have one or more Acton members.

Acton-Boxborough Cultural Council  
Hanscom Field Advisory Commission  
Lowell Regional Transit Authority  
Metropolitan Advisory Planning Council  
Minuteman Home Care  
Prison Advisory Committee

## Task Forces, Special-purpose Boards

Cable Advisory Committee  
South Acton Revitalization Committee

Thank you, If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee (you can find out who the current members are by calling the Town Manager's office at Town Hall, 264-9612). The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

## VCC INTERVIEW

Applicant called: date/by \_\_\_\_\_

Scheduled date/time \_\_\_\_\_  
\_\_\_\_\_

VCC RECOMMENDATION: date \_\_\_\_\_

Board(s) \_\_\_\_\_ Member/Alt/Assoc

\_\_\_\_\_ Member/Alt/Assoc

\_\_\_\_\_ Member/Alt/Assoc

Date VCC recommendation set to

BOS/TMgr/TMod \_\_\_\_\_

[ ] No openings at this time \_\_\_\_\_

## APPOINTING BODY: BOS/TMgr/TMod

Interview date \_\_\_\_\_

Appointed: Date \_\_\_\_\_

to: Board \_\_\_\_\_

Term \_\_\_\_\_

## NOTIFICATION OF APPOINTMENT

Date Received by VCC

Notification by the VCC:

Date committee notified \_\_\_\_\_

Date applicant notified \_\_\_\_\_







## AT YOUR SERVICE

### EMERGENCIES

**911**

Call 911 to save a life, report a fire, or stop a crime. Give your name, address and phone number. For other calls, use the business number of the appropriate department.

<b>For questions concerning:</b>	<b>Call:</b>	<b>Telephone</b>
Animal Inspection	Animal Inspector	263-4979
Assessments	Board of Assessors	264-9622
Bills and Accounts	Town Accountant	264-9621
Births, Deaths, and Marriages	Town Clerk	264-9615
Building	Building Commissioner	264-9632
Cemeteries	Cemetery Superintendent	264-9644
Civil Defense	Director of Civil Defense	264-9655
Conservation	Conservation Office	264-9631
Dog Problems (see Licenses)	Dog Officer	264-9638
Education Information	School Superintendent's Office	264-4700
Elderly Affairs	Council on Aging	264-9643
	Minuteman Home Care	263-8720
	Public Health Nursing Service	264-9653
Elections, Voting and Registration	Town Clerk	264-9615
Engineering	Town Engineer	264-9628
Fire (Business and Permits)	Fire Department	264-9645
Garbage and Refuse	Board of Health	264-9634
Hazardous Materials	Board of Health	264-9634
Health and Sanitation	Board of Health	264-9634
Highways and Streets	Highway Department	264-9624
Home Nursing	Public Health Nursing Service	264-9653
Housing	Housing Authority	263-5339
Libraries	Acton Memorial Library	264-9641
	Citizens' Library of West Acton	264-9652
	T.D.D. (for the deaf)	635-0072
Licenses		
Dog, Fishing, Hunting	Town Clerk	264-9615
Mental Health	Mental Health Assoc. of Central Middlesex	369-7715
Permits		
Blasting	Fire Department	264-9645
Building	Building Inspector	264-9632
Food Service	Board of Health	264-9634
Heating	Fire Department	264-9645
Historic Districts Certificate	Building Department	264-9632
Oil Burner	Fire Department	264-9645
Outdoor Burning	Fire Department	264-9645
Plumbing	Building Department	264-9632
Sewage	Board of Health	264-9634
Smoke Detector	Fire Department	264-9645
Wiring	Building Department	264-9632
Zoning	Zoning Enforcement Officer	264-9636
Planning	Planning Department (Fair Housing)	264-9636
Police Business	Police Department	264-9638
Recreation	School Department	264-4700
Selectmen	Town Hall	264-9611
Snow Removal	Highway Department	264-9624

**For questions concerning:**

Street Lights  
 Street Trees  
 Tax Collections  
 Town Finances  
 Town Manager  
 Train Service  
 Transfer Station/Recycle Center  
 Veterans' Services  
 Water Problems  
 Welfare  
 Wire Inspection  
 Zoning  
 Zoning Appeals

**Call**

Boston Edison  
 Municipal Properties  
 Treasurer and Collector  
 Treasurer  
 Town Hall  
 Boston and Maine  
 Highway Department  
 Veterans' Agent  
 Water District  
 Welfare Department  
 Wire Inspector  
 Zoning Enforcement Officer  
 Board of Appeals

**Telephone**

800-752-5200  
 264-9629  
 264-9617  
 264-9617  
 264-9612  
 800-392-6100  
 264-9624  
 264-9603  
 264-9107  
 617-893-0146  
 264-9632  
 264-9636  
 264-9632

**Schools**

Switchboard Calls (7a.m. - 4p.m.)  
 Acton-Boxborough Regional High School  
 Acton-Boxborough Regional Junior High School  
 Community Education Office  
 Conant School  
 Douglas School  
 Gates School

264-4700  
 264-4700  
 264-4700  
 266-2525  
 266-2550  
 266-2560  
 266-2570

**School Nurse**

McCarthy-Towne School  
 Merriam School

264-4700  
 264-4700

**Night Calls**

Central Office (all schools)  
 Community Education at High School  
 Community Education at Junior High School

264-4700  
 264-4700 x403  
 264-4700 x304

**Special Calls**

Athletic Office  
 Field Office

264-4700 x420  
 264-4700 x423

**Custodian**

Extended Day Programs  
 Acton-Boxborough Regional High School  
 Acton-Boxborough Junior High School

264-4700 x245  
 264-4700 x409  
 264-4700 x309

**REGULARLY SCHEDULED MEETINGS**

A/B Community Ed  
 Acton Finance Commission  
 Acton Historical Commission  
 Acton Housing Authority  
 Acton Memorial Library Trustees  
 Board of Appeals  
 Board of Assessors  
 Board of Health  
 Board of Selectmen  
 Cable Advisory  
 Cemetery Committee  
 Citizens' Library  
 Commission on Disability  
 Community Housing  
 Conservation Commission  
 Council on Aging  
 Economic Development  
 Historic District Commission  
 Planning Board  
 Recreation Commission  
 School Committee-Local  
 School Committee-Regional  
 South Acton Village Planning Com.  
 Transportation  
 Volunteer Coordinating Committee  
 Water Commissioners

1st Wednesday 7:30 PM  
 As Posted  
 2nd Wednesday 8 PM  
 1st & 3rd Monday 7:30 PM  
 1st Tuesday  
 As Posted  
 1st Monday 6 PM  
 2nd & 4th Monday 7:30 PM  
 Every other Tuesday As Posted 7:30 PM  
 3rd Tuesday, 7:30 PM  
 2nd Tuesday 2:00 PM  
 2nd Thursday 7:30 PM  
 2nd Thursday 7 PM  
 1st & 3rd Thursday 7:00 AM  
 1st & 3rd Wednesday 7:30 PM  
 2nd Wednesday (except August) 7:30 PM  
 4th Thursday 7:30 PM  
 1st & 3rd Monday 7:30 PM  
 As Posted  
 As Posted  
 As Posted  
 As Posted  
 1st & 3rd Tuesday (except July & August) 7:30 PM  
 2nd Tuesday 7:30 PM  
 As Posted  
 2nd & 4th Monday 7:30 PM

Jr. High School, Room 114  
 Town Hall or A-B High School  
 Town Hall  
 68 Windsor Ave., West Acton  
 693 Mass Ave.  
 Town Hall  
 Town Hall  
 Town Hall  
 Town Hall  
 Town Hall  
 Woodlawn  
 Citizens' Library, West Acton  
 Town Hall  
 Town Hall  
 Town Hall  
 Senior Center, Audubon Drive  
 Town Hall, Room 121  
 Town Hall  
 Town Hall  
 Town Hall  
 Junior High, Conf. Room 114  
 Junior High, Conf. Room 114  
 Town Hall  
 Town Hall  
 Town Hall  
 Whitcomb Station, 693 Mass. Ave.





